

**University of Texas at Dallas**  
*Course Syllabus*

<i>Course Number/Section:</i>	MIS 3300.501
<i>Course Title:</i>	Introduction to Management Information Systems
<i>Term:</i>	Fall 2012
<i>Days &amp; Times:</i>	Tuesdays & Thursdays 5:30 pm to 6:45 pm SOM 2.115
<i>Professor:</i>	George Jackson
<i>Office Phone:</i>	Use E-Learning Mail: <a href="http://elearning.utdallas.edu">http://elearning.utdallas.edu</a>
<i>Email Address:</i>	Use E-Learning Mail: <a href="http://elearning.utdallas.edu">http://elearning.utdallas.edu</a>
<i>Office Location:</i>	See me in the classroom before or after class.
<i>Office Hours:</i>	See me in the classroom before or after class.
<i>TA Information:</i>	TBA

**Course Description:**

This course is designed to give the students an understanding of business processes and information systems in modern organizations. Specifically, the course has the following objectives:

1. To provide the students with a understanding of key business processes in organizations
2. To provide the students with an understanding of how information systems support the execution and management of these processes
3. To help the students learn how to structure and manipulate data that might typically be found in an information system using the database management system, MS Access, and spreadsheet software, MS Excel.

**Learning Outcomes:**

1. Understand key business processes such as procurement, fulfillment, and production processes and the data used and generated by these processes.
2. Apply knowledge of various information technologies to support operational and strategic business processes.
3. Solve business problems using spreadsheet and database packages.

**Required Textbooks and Materials:**

1. Student Access Code. All students are required to have a Student Access Code to access the Wiley Plus online training in SAP business processes. Included with Magal and Word textbook below.
2. Magal, S. R and Word, J. *Essentials of Business Processes and Information Systems*, 2009, Wiley, WITH SAP Simulation License, 978-0470-50569-4
3. Optional: Kroenke, D. *Using MIS - UTD Custom Edition*, Pearson Prentice-Hall, ISBN: 0-558-91768-2
4. Access to Microsoft Office 2007 or 2010, specifically Access and Excel.

**Lab Sessions:**

The teaching assistant will conduct two lab sessions in SOM 2.711 every week. The lab sessions will focus only on SAP simulator, Excel, and Access. Attendance in these lab sessions is optional; however, it is strongly encouraged. The timings for these sessions will be announced on the first day of the class.

**Grading Policy:**

Exams:	40% of Final Grade
WileyPlus (SAP) Training & Assessment:	20% of Final Grade
Excel and Access Assignments:	20% of Final Grade
Class Participation:	20% of Final Grade
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Total:	100%

**Final letter grade use the following scale:**

Final Grade $\geq 96.7$	A+	Final Grade $\geq 76.7$	C+
Final Grade $\geq 93.3$	A	Final Grade $\geq 73.3$	C
Final Grade $\geq 90.0$	A-	Final Grade $\geq 70.0$	C-
Final Grade $\geq 86.7$	B+	Final Grade $\geq 66.7$	D+
Final Grade $\geq 83.3$	B	Final Grade $\geq 63.3$	D
Final Grade $\geq 80.0$	B-	Final Grade $\geq 60.0$	D-
		Final Grade $< 60.0$	F

**Grading Environment:**

This class assumes the student is working in a business environment. Considerable attention (and grading premium) will be given to **following directions** (both written and in class). All assignments will be graded based upon the appropriateness of its presentation as well as on its content.

**Class Participation:**

Class participation is an important part of this class. You will be divided into collaborative study groups, and your participation in these groups is required. Please be on time and please do not leave until you are dismissed. You will receive no participation credit if you arrive late or leave during class.

**E-Learning:**

ALL communication for this class will be through e-Learning. All questions (except those of a personal nature) should be posted on the e-Learning Discussion Board. Personal questions may be emailed to me using E-Learning Mail.

**Changes:**

This course will be very dynamic, so EXPECT changes. Changes in assignments or schedules will be posted on E-Learning. It is the student's responsibility to keep up with the changes that are posted on E-Learning.

**No cell phones/pagers or laptop computers permitted.**

Please turn all cell phones and/or pagers to silent and don't answer them while you are in class. I do not allow laptop computers to be open in my class. I also do not allow mp3 players, voice recorders, or cameras to be operating during class. Exception: during group work, you may use your laptop for your team reports.

**Assignments:**

Due Date: All assignments are due before the beginning of the next class.

Assignments will be of two types: WileyPlus (SAP Simulations) and Microsoft Office assignments. Work performed on WileyPlus will be monitored by the WileyPlus system. Office assignments (Cases) will be submitted through E-Learning Assignments. I do not accept copies by e-mail or on any kind of disk.

If you have any questions about these assignments or the grading thereof, contact our Teaching Assistant through Blackboard Mail.

**Collaborative Learning:**

Working together on assignments is acceptable and encouraged. Each individual must produce the final product, however. Feel free to help each other on SAP exercises, Access and Excel assignments. Exams, however, must be your own work.

**Technical Support:**

If you experience any problems with your UTD account you may send an email to: [assist@utdallas.edu](mailto:assist@utdallas.edu) or call the UTD Helpdesk at 972 883-2911.

**No Make-ups:**

Everything is due BEFORE the beginning of the next class. **There are no makeup's given at any time or for any reason.** Everything must be turned in on time. I provide plenty of time for work to be completed. I build in safeguards to cover the extenuating circumstances, an extra assignment or two and an extra exam.

**One Brutal, Comprehensive Make-Up Exam:**

Knowledge of all material covered in this class is tested with an SAP exam and a couple of MIS exams. There are no make-up exams given at any time or for any reason. If you miss a test, you will receive a 0 for the test you miss. At the end of the semester, a Final Exam will be available to anyone who missed a test. This Final Exam is a make-up exam and is available only to those students who missed a test. It is comprehensive. It is brutal. You don't want to take it.

## Tentative Schedule

<b>Date</b>	<b>Chapter / Lecture</b>	<b>Assignment</b>
Tuesday, August 28	Introduce the Course Form Project Teams	SAP Simulator Assignment 0
Thursday, August 30	Magal, Chapter 1: Organizations, Business Processes, and I.S.	SAP Simulator Assignment 0
Tuesday, September 4	Magal, Chapter 2: Enterprise Systems	SAP Simulator: Chapter 2 exercise and quiz
Thursday, September 6	Magal, Chapter 3: Procurement	SAP Simulator: Chapter 3 exercise and quiz
Tuesday, September 11	Magal, Chapter 4: Fulfillment	SAP Simulator: Chapter 4 exercise and quiz
Thursday, September 13	Magal, Chapter 5: Production	SAP Simulator: Chapter 5 exercise and quiz
Tuesday, September 18	<b>No Class:</b> I am attending a conference. Use this as a catch-up day if necessary.	
Thursday, September 20	Magal, Chapter 6: Integrated Processes	SAP Simulator: Chapter6 exercise and quiz
Tuesday, September 25	Team Challenge: Review for SAP Exam	SAP Exam Available
Thursday, September 27	SAP Exam is on E-Learning (Deadline is tonight at 11 pm)	<b>Absolute Deadline to complete all SAP Work: Sunday night at 11 pm</b>
Tuesday, October 2	Hardware and Software, Part 1	Complete Excel Lab 1

<b>Date</b>	<b>Chapter / Lecture</b>	<b>Assignment</b>
Thursday, October 4	Hardware and Software, Part 2	Complete Excel Lab 2
Tuesday, October 9	Database Processing, Part 1	Complete Access Lab 1
Thursday, October 11	Database Processing, Part 2	Complete Access Lab 2
Tuesday, October 16	Teamwork: Case Study #1	<b>Absolute Deadline to complete all MIS Labs: Sunday night at 11 pm</b>
Thursday, October 18	Data Communications, Part 1	Complete Excel Project (departmental)
Tuesday, October 23	Data Communications, Part 2	Complete Access Project (departmental)
Thursday, October 25	Team Challenge: Review for MIS Exam #1	MIS Exam #1 Available
Tuesday, October 30	MIS Exam #1 is on E-Learning (Deadline is tonight at 11 pm)	<b>Absolute Deadline to complete two MIS Projects: Sunday night at 11 pm</b>
Thursday, November 1	E-commerce and the WWW, Part 1	
Tuesday, November 6	E-commerce and the WWW, Part 2	
Thursday, November 8	Teamwork: Case Study #2	
Tuesday, November 13	Business Intelligence	

<b>Date</b>	<b>Chapter / Lecture</b>	<b>Assignment</b>
Thursday, November 15	System Development, Part 1	
Tuesday, November 20	System Development, Part 2	
Thursday, November 22	<b>No Class:</b> Give Thanks!	
Tuesday, November 27	Information Security	
Thursday, November 29	Geospatial Information Systems	
Tuesday, December 4	Team Challenge: Review for MIS Exam #2	MIS Exam #2 Available
Thursday, December 6	MIS Exam #2 is on E-Learning (Deadline is tonight at 11 pm)	
Tuesday, December 11	Final Exam (Makeup) is Available if needed. (Deadline tonight at 11 pm)	
Thursday, December 13	Last Opportunity to meet with your Instructor in the classroom.	

**Student Conduct & Discipline:**

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

**Academic Integrity:**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

**Email Use:**

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

**Withdrawal from Class:**

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.



**Student Grievance Procedures:**

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

**Incomplete Grade Policy:**

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

**Disability Services:**

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

**Religious Holy Days:**

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

**Off-Campus Instruction and Course Activities:**

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean. ([http://www.utdallas.edu/Business\\_Affairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/Business_Affairs/Travel_Risk_Activities.htm))

***These descriptions and timelines are subject to change at the discretion of the Professor.***