UTD

Course	MIS3300.008 Introduction to Mgmt. Information Systems
Instructor	Dawn Owens
Term	Fall 2013
Meetings	MW, 2:30 – 3:45 p.m., Room JSOM 2.717

Instructor	Dr. Dawn Owens	**Office**	JSOM 2.702
Email	dawn.owens@utdallas.edu	**Office Hours**	M/W 11:00 – 1:00
Phone	972-883-4901		or by appointment

Prerequisites

There are no prerequisites or co-requisites for this course.

Course Description

Examines key business processes in organizations and how information systems support the execution and management of these processes. The course also deals with 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, to make business decisions. (3 semester hours)

Learning Outcomes

1. Students should be able to describe key business processes such as procurement, fulfillment, and production processes

2. Students should be able to apply knowledge of information technologies to support operational and strategic business processes

3. Students should be able to address simple business problems using MS Excel spreadsheet and MS Access database

Required Texts

Essentials of Business Processes and Information Systems (SAP), Magal, S. R and Word, J., Wiley
Using MIS, Kroenke, D. Pearson Prentice-Hall Custom Edition for the University of Texas at Dallas

Assignment Guidelines

- All reading is to be completed before class on the date posted.
- All written assignments must be submitted at the beginning of class.
- Assignments must adhere to the APA style guide of formatting, citing, and referencing.
- Descriptions of assignments will be posted as they are assigned.
- The SAP Simulator Assignments require the use of a Wiley code that is provided with a new textbook; the code can otherwise be purchased separately on the Wiley website.
- There is not an Access version for the Mac, those students with a Mac will need to complete the Access assignments using a PC (JSOM has a lab that can be used for this purpose).
- The exams will consist of multiple choice, fill-in-the-blank, and short essay questions. The final exam is not comprehensive. Make-up exams will be in the form of essays.
- No extra credit assignments are available
- General grading criteria can be found in eLearning. Assignment specific grading criteria will be included with the assignment instructions.

Course Schedule, Assignments, and Due Dates

This is a tentative class schedule; changes to the schedule will be posted in eLearning.

WEEK	CONTENT / READINGS	ASSIGNMENTS
Week 1	Introduction MIS Foundation Concepts	Group Placement
Week 2	IS for Competitive Advantage: *Using MIS,* Chapter 3 *Monday, Sept. 2 – Labor Day, No Class*	Essay 1
Week 3	Enterprise Systems and Processes: *SAP,* Chapters 1 & 2	SAP Exercise 1
Week 4	The Procurement Process: *SAP,* Chapter 3 The Fulfillment Process: *SAP,* Chapter 4	SAP Exercise 2 SAP Exercise 3
Week 5	The Production Process: *SAP,* Chapter 5 Integrated Processes: *SAP,* Chapter 6	SAP Exercise 4 SAP Exercise 5
Week 6	Group Project Presentations Review for Exam 1	Group Project 1
Week 7	**EXAM 1 – October 9th at 2:30 PM**	EXAM 1
Week 8	Hardware and Software: *Using MIS,* Chapter 4	
Week 9	Data Communication and the Internet: *Using MIS,* Chapter 6	Excel Assignment
Week 10	Database Processing: *Using MIS,* Chapter 5	
Week 11	Database Processing: *Using MIS,* Chapter 5	
Week 12	Business Intelligence Systems: *Using MIS,* Chapter 9	Access Assignment
Week 13	Business Process and Information Systems Development: *Using MIS,* Chapter 10 Information Systems Management: *Using MIS,* Chapter 11	Essay 2
	FALL BREAK – Nov. 25 – Nov. 30 – No Class M or W	
Week 14	Group Project Presentations Review for Exam 2	Group Project 2
Week 15	**EXAM 2 – December 11th at 2:30 PM**	

Grading

This course will feature a mix of activities and written and verbal assignments that may be in class or on campus. Homework will include readings from the text, assignments, and activities that usually require the student to complete some type of task. The instructor will provide detailed instructions as well as the grading criteria for each assignment. Please consult the course schedule for deadlines.

Grading Scheme

Grade Component	Percentage
Assignments	
SAP	**10%**
Excel	**10%**
Access	**10%**
Written Essays	**10%**
Exams	
Mid-Term	**15%**
Final	**15%**
Group Project	
Part 1	**10%**
Part 2	**10%**
Miscellaneous	
Course Attendance	**5%**
Course Participation	**5%**
Total	**100%**

Scoring

Final Point Total	Letter Grade
97-100+	**A+**
95-96	**A**
90-94	**A-**
87-89	**B+**
84-86	**B**
80-83	**B-**
77-79	**C+**
74-76	**C**
70-73	**C-**
68-69	**D+**
67-67	**D**
66-66	**D-**
0-65	**F**

Course & Instructor Policies

eLearning will be used for class content (e.g., class slides and assignment descriptions) and the recording of grades. Slides will be posted in before class is held. Class announcements (e.g., change in assignment dates) will be sent to the student email on record in eLearning. It is the students' responsibility to regularly check their email accounts.

Instructor Response Policy: The instructor will respond to all student inquiries (emails, voice messages, etc.) within 48 hours (excluding holidays and weekends).

Attendance Policy: Attendance is extremely important. Students are expected to attend all classes in order to achieve maximum success. Attendance will be taken and used in consideration for the Participation grade; however, this grade will also reflect the instructor's judgment of the value of contributions to class discussion. There is no makeup for missed in-class assignments.

Late Work: All assignments are due at the beginning of class (not during and not after), on the specified date. I do not accept late assignments unless *prior* arrangements have been made with the instructor. A penalty of 20% per day (including weekends) will be assessed on late assignments.

Academic Integrity: The University is committed to academic excellence and expects academic honesty from all members of the University community and believes that it is essential for academic excellence and integrity. Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); and using similar papers or other work products to fulfill the obligations of different classes without the instructor's permission. Penalties for academic dishonesty may include a grade of "F" on the work in question or for the course. In addition, any student engaged in academic dishonesty will be subject to disciplinary action. Please refer to the General Polices website (see below) for detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action.

General Policies & Procedures

For information regarding general University policies and procedures, please go to http://go.utdallas.edu/syllabus-policies. These policies include the following:

- Technical Support
- Field Trip Policies, Off-Campus Instruction and Course Activities
- Student Conduct and Discipline
- Academic Integrity
- Copyright Notice
- Email Use
- Withdrawal from Class
- Student Grievance Procedures
- Incomplete Grade Policy
- Disability Services
- Religious Holy Days
- Avoiding Plagiarism