

## *Course Syllabus*

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**MIS 3300 Introduction to MIS Fall 2013, Section 004**

**Tues & Thurs: 11:30am-12:45pm [JSOM 1.110](#)**

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### **Contact Information**

**Instructor:** Hao Xia  
**Office:** SOM 3.222 (3<sup>rd</sup> Floor, School of Management Building, Richardson Texas)  
**Office Hours:** 2:00 – 3:00 PM Tuesdays and Thursdays and by appointment  
**E-Mail:** Please use eLearning email  
**Phone:** (972) 883-5919  
**Web:** [elearning.utdallas.edu](http://elearning.utdallas.edu)

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**Course Pre-requisites:** None

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### **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.
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### **Learning Outcomes**

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

1. Magal, S. R and Word, J. *Essentials of Business Processes and Information Systems* 2009, Wiley
2. Kroenke, D. *Using MIS* Pearson Prentice-Hall Custom Edition for the University of Texas at Dallas, ISBN: 1-256-75027-1

### Assignments & Schedule (TENTATIVE, expect changes - check ELearning for changes)

Week	Dates	Description	Readings	Deliverables
1	08/27 08/29	Course Introduction and Administrative details Information Systems for Competitive Advantage	MIS Ch3	Form Project Teams
2	09/03 09/05	Information Systems for Competitive Advantage Organization, BP, and IS	MIS Ch3 BP Ch1	WileyPLUS Assignment Zero
3	09/10 09/12	Enterprise Systems Procurement Process	BP Ch2 BP Ch3	WileyPLUS Ch2, Ch3
4	09/17 09/19	Fulfillment Process Production Process	BP Ch4 BP Ch5	WileyPLUS Ch4, Ch5
5	09/24 09/26	Integrated Processes Excel Tutorial-1	BP Ch6	WileyPLUS Ch6
6	10/01 10/03	<b>Research Project 1 Presentations Review for Exam 1</b>		<b>Presentation Slides due 10/01</b>
7	<b>10/10</b>	<b>EXAM 1 in classroom</b>		
8	10/15 10/17	Excel Tutorial-2 Hardware and Software	MIS Ch4	
9	10/22 10/24	Data Communication and the Internet	MIS Ch6	<b>Excel Case due 10/25 11:59PM</b>
10	10/29 10/31	Database Processing	MIS Ch5	
11	11/05 11/07	Access Case Tutorial		
12	11/12 11/14	Information Systems Management	MIS Ch10 MIS Ch11	
13	11/19 11/21	Business Intelligence	MIS Ch9	<b>Access Case due 11/22 11:59PM</b>
	11/26 11/28	<i>Winter Break and Thanksgiving holidays NO Class</i>		
14	12/03 12/05	Business Intelligence: Extended Topics		<b>WileyPLUS Assignments due 12/06 6:00PM</b>
15	12/10 12/12	<b>Research Project 2 Presentations Review for Exam 2</b>		<b>Presentation Slides due 12/10</b>
16	<b>12/17</b>	<b>EXAM 2, 11:30am-12:45 pm, SOM 1.110</b>		
Note: 1. BP = Essentials of Business Processes and Information Systems; MIS = Using MIS 2. All WileyPLUS assignments are in WileyPLUS/SAP Simulator. The assignment for each chapter from chapter 2 to chapter 6 consists of a simulation part and a quiz. 3. Scantron is needed for exams. Exam 2 covers the chapters and material since Exam 1.				

### Lab Sessions

The teaching assistants of MIS 3300 will conduct lab sessions every day except holidays and Sundays. The lab sessions will focus only on individual assignments of SAP simulator, Excel case, and Access case. Attendance in these lab sessions is not mandatory; however, it is strongly encouraged if you have questions in those assignments. Lab schedule details will be posted on eLearning.

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### Grading Policy

SAP Simulator	10%
Excel Case	10%
Access Case	10%
Exam 1	25%
Exam 2	25%
Research Presentations	10%
<u>Class Participation</u>	<u>10%</u>

Total

100%

Final letter grade use the following scale:

A+ ≥ 96.7%	B+ ≥ 86.7%	C+ ≥ 76.7%	D+ ≥ 66.7%	F < 60.0%
A ≥ 93.3%	B ≥ 83.3%	C ≥ 73.3%	D ≥ 63.3%	
A- ≥ 90.0%	B- ≥ 80.0%	C- ≥ 70.0%	D- ≥ 60.0%	

**GRADING ENVIRONMENT:** This class assumes the student is working in a business environment. All assignments will be graded based upon the appropriateness of its presentation as well as on its content.

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### Course & Instructor Policies

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

**Assignments:** SAP, Excel and Access assignments will be of two types: SAP Simulator and Office 2007/2010/2013 assignments. Work performed on the SAP Simulator will be monitored by the WileyPLUS system. Office 2007/2010/2013 assignments (Cases) will be submitted through eLearning unless otherwise instructed; submission of electronic copies by e-mail is *not* acceptable unless prior permission of instructor is obtained. All assignments should be completed on time. Access and Excel 2007/2010/2013 assignments (Cases) will be submitted on eLearning before the submission deadline as shown on the class schedule. Assignments submitted after the deadline will be considered late. A penalty of **20% of the assignment value per day** (including weekends) is assessed on late assignments beginning on the day due.

**Attendance:** Your class attendance and participation is highly recommended for this course. There is no make-up for missed in-class assignments. **Much of the content of course will be covered in class.**

**Text Exam:** A picture ID will be required for each student. Please bring a half page Scantron sheet (green, # 882-E) and a #2 pencil for each exam.

Make-up exams will not be arranged unless under extreme circumstances. A make-up exam will include significant discussion, essay, and short answer questions.

If you have a time conflict you must notify the instructor in advance for rescheduling consideration.

**eLearning:** Most communications for this class will be through eLearning. Students should check announcements and course materials posted on eLearning regularly. Excel and Access cases should be submitted via eLearning. All questions you want to discussed with the instructor or your classmates (except those of a personal nature) can be posted on the eLearning Discussion Board.

**WORKING TOGETHER on Individual Assignments:** This course will have a considerable amount of computing work for application assignments. It is acceptable to work together in how to use computers and applications. Each student, however, is expected to do their own work on the "individual"

assignments. **Copying another student's work (computer files) or having another person do your work is scholastic dishonesty (see below) and will be dealt with accordingly.**

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## Field Trip Policies

### 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 [http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm). Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.*

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## 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. **Specifically on "individual assignments", copying another students computer files or having another person do your work could result a grade of F and/or expulsion from the University.**

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.

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