

# Syllabus: Management Information Systems

## Dillard College of Business Administration

### MIS 3003 Section 101: MW 9:30 AM – 10:50 AM in DB 324

### Fall Semester 2025

---

## Contact Information

---

Instructor: Jie Zhang, Associate Professor of Management Information Systems

Office: Dillard Building 218

Office hours: Monday 12:30 PM to 2:30 PM, Tuesday 1:00 PM to 3:30 PM, Wednesday 12:30 PM to 1:00 PM; other time by appointment.

Office phone: (940) 397-4790

E-mail: [jie.zhang@msutexas.edu](mailto:jie.zhang@msutexas.edu)

## Required Course Materials

---

1. Required textbook: Using MIS, 12th edition by David M. Kroenke & Randall J Boyle (ISBN-13: 9780136921509)
2. Microsoft Office 2016 or newer version. (If you use the campus computers, Dillard building computer labs have all software installed.)
3. You must have access to a computer that allows you to access the course materials, install required software, and complete assigned tasks. Please see page 53 of the [University return to campus report](#) for the standard software and hardware requirements. A Chromebook will NOT work for this class.

## 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.

## Course Prerequisite(s)

---

MIS 2003 or equivalent.

## Notice: University-assigned student email accounts to be used for all official MSU Texas communication

---

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, please also use your my.msutexas.edu email.**

# Learning Goals

## 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. Hands-on 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 by utilizing Microsoft Excel and Access.
- 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 assist us as we improve our curriculum and curriculum 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, differentiating 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.

## Course Policies

---

- Attendance Policy: Regular attendance is expected, and roll will be taken. Upon a student's fifth unauthorized absence, that student can be dropped for non-attendance and receive a grade of WF for the course. Participation in class is mandatory. Students must read the assigned material and complete assignments prior to coming to class and be prepared to discuss and ask questions relating to the assigned materials. See the MSU Student Handbook for the University Class Attendance Policy.
- Missed Exams, Homework, and Activities Policy: Only students with conflicts involving authorized University activities or having verified medical circumstances may ask in advance to make up missed

examinations, homework, and/or activities. Written verification, in either case, is mandatory. Arrangements must be made in advance if at all possible. At the instructor's discretion, a deduction may be assessed for a late exam, assignment, or activity.

- Assignments: Assignments are due before the beginning of class on the specified due date. There is NO PROVISION for late work on any assignment. Plan and schedule to complete work early. Having your work completed on schedule is a key to early success in your business career.
- Bad weather procedures: If the university announces class cancellation or delay and our class is affected, please check our D2L page under the News section for detailed information and/or changes to our schedule.

## Grading and Evaluation

---

- Discussions: Up to 40 points will be assigned to D2L discussion board activities. Any points not assigned during the semester will be removed from the total possible for the course when calculating grade percentages.
- In-class activities: Up to 40 points will be assigned to in-class activities. Any points not assigned during the semester will be removed from the total possible for the course when calculating grade percentages.
- Homework assignments: Up to 70 points will be assigned to homework. All homework assignments are individual homework (not team/group work) unless explicitly announced otherwise by the instructor. Any points not assigned during the semester will be removed from the total possible for the course when calculating grade percentages.
- Team presentation: Fifty (50) points will be assigned to the team presentation. Detailed instructions will be provided in the class.
- Exams (3): Exams will cover assigned readings and practices, in-class lectures, and any other assigned work.

Table 1: Points allocated to each grading element

---

Grading Element	Points
Discussions	40
In-class activities	40
Homework assignments	70
Team presentation	50
Exam1	100
Exam2	100
Exam3	100
Total Points	500

Table 2: Grading System

---

Letter Grade	Points
A	450 or greater
B	400 to 449
C	350 to 399
D	300 to 349
F	Less than 300

Grades will be based on the recorded points only. Personal reasons (e.g., technical problem at a student's end, need a specific grade to graduate, to keep financial aid, to keep a straight A record, etc.) are not considered in the grade calculation.

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through Navigate. Midterm grades will not be reported on students' transcripts or calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the professor to discuss their performance in this course.

## Class Policy Regarding the Use of Generative AI Tools

---

During our class, we may use Generative AI tools such as ChatGPT in some activities/assignments. You will be informed which activities/assignments these tools are permitted to be used. Any use outside of this permission constitutes an academic integrity violation.

## Academic Integrity

---

Academic dishonesty includes cheating, collusion, and plagiarism. Cheating is (1) the use of any unauthorized assistance, (2) dependence upon the aid of sources beyond those authorized by the instructor, or (3) acquisition, without permission, of tests or other academic material. Plagiarism is the use of another person's published or unpublished work without full and clear acknowledgment. Collusion is collaboration with another person in preparing work offered for credit if the faculty member in charge does not authorize that collaboration.

Academic dishonesty will not be tolerated. Academic integrity violations include, but are not limited to:

1. Acting with intent to promote or assist cheating, including soliciting, encouraging, directing, or aiding attempts of fellow students to cheat on an exam or an assignment.
2. Soliciting information about exam questions from students who have taken a test.
3. Intentionally or negligently aiding someone taking an exam or quiz.
4. Looking or glancing at another student's exam while the exam is being taken.
5. Soliciting answers of an exam or an assignment from a fellow student.
6. Using any device to record a test, including eyeglasses, cellphones, watches, and calculators, etc.
7. Acquiring an exam or other academic testing material without the express permission of the professor who authored the exam.
8. Copying, disseminating, spreading, circulating, sharing, or publicizing any questions on an exam given for credit.
9. Violation of exam rules and procedures.

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.

## Americans with Disabilities Act

---

If a student has an established disability as defined by the Americans with Disabilities Act and would like to request accommodation, that student should please contact me as soon as possible. Any student requesting accommodations should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center to document and coordinate reasonable accommodations if you have not already done so.

## Campus Carry Policy

---

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 as 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](#).

## Syllabus Change Policy:

---

This syllabus is a guide for the course and is subject to change. Syllabus changes will be communicated in class and may or may not result in document changes. If absent, it is the student's sole responsibility to find out from other students, or the instructor, if anything affecting the course requirements or schedule was announced in the classes missed.

## Classroom Behavior:

---

- Come to class on time. Take care of personal business prior to class. I do not expect you to leave and return to class (unless there was an emergency and you explain it to me after class).
- Computers will remain off during class except as directed by the instructor. Class time is not for surfing the Web, monitoring online social networks, texting, or catching up on email. You will be asked to leave the class if you continually violate this policy. The same thing applies to cell phone usage for messaging during class.
- Turn off your cell phones and any other electronic devices and put them away. Please, no texting. I think we can all go a little over an hour without contact with the outside world! Leaving class to return calls and coming back is not acceptable. If you have an emergency that requires your cell phone to be on, let me know, and we'll work something out.
- Dress appropriately and conduct yourself professionally and with respect toward your peers and the instructor. Please don't talk while the instructor or others are discussing course materials. Participating in the class is the best way to avoid disturbing the class.

### Table 3: Course Schedule

Week	Date (MM/DD)	Day	Chapter	Topic
1	Aug. 25	Monday	Introduction	Class Overview
1	Aug. 27	Wednesday	1	Chapter 1 The Importance of MIS
2	Sept. 1	Monday	Labor Day	No class
2	Sept. 3	Wednesday	2	Chapter 2 Strategy and Information Systems
3	Sept. 8	Monday	2	Chapter 2 Strategy and Information Systems
3	Sept. 10	Wednesday	3	Chapter 3 Business Intelligence Systems
4	Sept. 15	Monday	3	Chapter 3 Business Intelligence Systems
4	Sept. 17	Wednesday	4	Chapter 4 Hardware, Software, and Mobile Systems
5	Sept. 22	Monday	review	Exam1 review
5	Sept. 24	Wednesday	Exam 1	Exam 1
6	Sept. 29	Monday	5	Chapter 5 Database Processing
6	Oct. 1	Wednesday	5	Chapter 5 Database Processing
7	Oct. 6	Monday	5	Chapter 5 Database Processing
7	Oct. 8	Wednesday	6	Chapter 6 The Cloud
8	Oct. 13	Monday	7	Chapter 7 Collaboration Information Systems
8	Oct. 15	Wednesday	7	Chapter 7 Collaboration Information Systems
9	Oct. 20	Monday	8	Chapter 8 Processes, Organizations, and Information Systems
9	Oct. 22	Wednesday	review	Exam 2 review
10	Oct. 27	Monday	Exam 2	Exam 2
10	Oct. 29	Wednesday	9	Chapter 9 Social Media Information Systems
11	Nov. 3	Monday	10	Chapter 10 Information Systems Security
11	Nov. 5	Wednesday	11	Chapter 11 Information Systems Management
12	Nov. 10	Monday	12	Chapter 12 Information Systems Development
12	Nov. 12	Wednesday	12	Chapter 12 Information Systems Development
13	Nov. 17	Monday	Presentations	Presentations
13	Nov. 19	Wednesday	Presentations	Presentations
14	Nov. 24	Monday	Presentations	Presentations
14	Nov. 26	Wednesday	Thanksgiving Holiday	No class
15	Dec. 1	Monday	Presentations	Presentations
15	Dec. 3	Wednesday	review	Exam 3 review
Final	Dec. 8	Monday	Exam 3	Exam 3 (8:00 AM – 10:00 AM)