Syllabus: Management Information Systems

Dillard College of Business Administration

MIS 3003 X10

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.
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Required Course Materials

1. Required textbook: Using MIS, 12th edition by David M. Kroenke & Randall J Boyle (ISBN-13: 9780136921509) ***Textbook only**
2. ***Local installation of Microsoft Excel 2016 or a newer version.** ***Cloud-based Excel is NOT enough.** 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.)
3. You must have access to ***a computer with a webcam** that allows you to install needed software, access the course materials, and complete assigned tasks. Especially, the computer must support Respondus Lockdown Browser and Webcam monitoring. For the standard computer requirements, please see page 53 on the University return to campus report. (Chromebooks won't work due to insufficient computing power.)

Other Requirements

This is an online course. Students registered in this course are required to have access to technology (e.g., computers, webcam, software, broadband Internet connection) that allows them to access course materials and complete course assignments, activities, and exams. ***No technical problem at a student's end will be considered for grading purposes.**

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.**

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, to solve business problems, and to improve decision-making.

Course Prerequisite(s)

MIS 2003 or equivalent.

Learning Goals

I. 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 by utilizing 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 assist us as we improve our curriculum and curriculum delivery.

II. 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.

Course Policies

Missed exams/assignments/quizzes/discussions: Since this is an Internet course and an ample window of time will be provided in which 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 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 or assignment/quiz/discussion.

Grading and Evaluation

- 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, 10 points each. 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.
- 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 (3): ***All 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.
- ***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 1: Points allocated to each grading element

Element	Points
Syllabus quiz	5
Chapter quizzes	110
Discussions	35
Data analytics assignments	70
Exam1	100
Exam2	100
Exam3	100
Total Points	520

Table 2: Grading System

Letter Grade	Points
A	468 or greater
B	416 to 467
C	364 to 415
D	312 to 363
F	Less than 312

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 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.

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. Collusion is collaboration with another person in preparing work offered for credit if the faculty member in charge does not authorize that collaboration. Plagiarism is the use of another person's published or unpublished work without full and clear acknowledgment.

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 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.

Syllabus Change Policy:

This syllabus is a guide for the course and is subject to change. It is only a guide. Syllabus changes will be communicated by notification on the D2L course home page and may or may not result in document changes. It is the student's sole responsibility to find out from the D2L course home page, other students, or the instructor, if anything affecting the course requirements has changed. Check D2L every day!

Course Schedule (see details in Table 3):

Please keep this syllabus as a reference. Students are responsible for all information contained in the syllabus and for any changes to the syllabus, which will be announced on D2L. Any modifications announced on D2L take precedent over the schedule below.

Course Schedule: Table 3 (All dates are in the format of month/day.)

Week	Dates	Chapter/module: Topic	Activities, Assignments, Exams	Due Date
1	8/25-8/31	Course overview, Syllabus, Introduce yourself	1) Syllabus quiz 2) Discussion#1	11:59 pm on Sunday 8/31
2	9/1-9/7	Chapter 1: The importance of MIS	1) Ch1 quiz 2) Discussion#2	11:59 pm on Sunday 9/7
3	9/8-9/14	Chapter 2: Strategy and Information Systems	1) Ch2 quiz 2) Data analytics assignment #1	11:59 pm on Sunday 9/14
4	9/15-9/21	Chapter 3: Business Intelligence Systems	1) Ch3 quiz 2) Data analytics assignment #2	11:59 pm on Sunday 9/21
5	9/22-9/28	Chapter 4: Hardware, Software, and Mobile Systems	1) Ch4 quiz 2) Discussion#3	11:59 pm on Sunday 9/28
6	9/29-10/5	Exam1; Data analytics assignment #3	1) Exam1 is available ONLY on ***Tuesday, 9/30/2025**. 2) Data analytics assignment #3	1) Exam1 is available ONLY on ***Tuesday, 9/30/2025**. 2) Assignment#3 due on Sunday 10/5
7	10/6-10/12	Chapter 5: Database Processing	1) Ch5 quiz 2) Data analytics assignment #4	11:59 pm on Sunday 10/12
8	10/13-10/19	Chapter 6: The Cloud	1) Ch6 quiz 2) Discussion#4	11:59 pm on Sunday 10/19
9	10/20-10/26	Chapter 7: Collaboration Information Systems	1) Ch7 quiz 2) Data analytics assignment #5	11:59 pm on Sunday 10/26
10	10/27-11/2	Chapter 8: Processes, Organizations, and IS	1) Ch8 quiz 2) Discussion#5	11:59 pm on Sunday 11/2
11	11/3-11/9	Exam2; Data analytics assignment #6	1) Exam2 is available ONLY on ***Tuesday, 11/4/2025**. 2) Data analytics assignment #6	1) Exam2 is available ONLY on ***Tuesday, 11/4/2025**. 2) Assignment#6 due on Sunday 11/9
12	11/10-11/16	Chapter 9: Social Media Information Systems	1) Ch9 quiz 2) Discussion#6	11:59 pm on Sunday 11/16
13	11/17-11/23	Chapter 10: Information Systems Security	1) Ch10 quiz 2) Discussion#7	11:59 pm on Sunday 11/23

Week	Dates	Chapter/module: Topic	Activities, Assignments, Exams	Due Date
14	11/24-11/30	Chapter 11: Information Systems Management	1) Ch11 quiz	11:59 pm on Sunday 11/30
15	12/1-12/7	Chapter 12: Information Systems Development	1) Ch12 quiz 2) Data analytics assignment #7	11:59 pm on Sunday 12/7
Final	Final	Exam3	Exam3 is available ONLY on ***Tuesday, 12/9/2025**.	Exam3 is available ONLY on ***Tuesday, 12/9/2025**.