

# Dillard College of Business Administration

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Syllabus: Management Information Systems  
MIS 3003 Online  
Fall Semester 2024

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## 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;  
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## Required Course Materials

1. MyLab MIS (MISLab) with Pearson eText for Using MIS 12th edition  
MIS 3003 x10 is included in the MSU Texas Access & Affordability Program for the Fall semester. What does this mean?
  - Your course material is in D2L on the first day of class, for everyone in your class. Your professors opted to have your course in the program to save you time and money.
  - The money saving charge of \$120.00 + tax has been added to your student account, which is below the publisher's website price. This amount also includes connection to Pearson's website.
  - You have the choice to "opt out" of this special pricing and find your material on your own. If you prefer to "opt out", the instructions will be in your my.msutexas.edu email on the second day of class. The last day to "opt- out" of this program is 09/03/2024. If you opt out, you lose your content.
  - Students- if you have questions concerning this program, please email [jenny.denning@msutexas.edu](mailto:jenny.denning@msutexas.edu).

Important note: If you choose to opt out of the program, you must acquire the material on your own. All exams and most of the assignments will be given through MISLab. It will be impossible to pass the class without the material.

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 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 allow 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 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 of 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, the 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/activities policy: Since this is an Internet course and an ample window of time will be provided in which to take exams and submit assignments/activities, 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/activity.

## Grading and Evaluation

- Exams (3): All exams will be given through MISLab (also called MyLab MIS). Starting from the first day of class, you already have access to MISLab via the integrated MyLab MIS links on D2L, unless you opt out of the MSU Texas Access & Affordability Program (Please see the Required Course Materials section on page 1 for details). Each exam will consist of multiple-choice and true/false questions. Exams will cover assigned chapters, assignment materials, videos, and any other assigned readings.
- Assignments: Some assignments will be given through MISLab (also called MyLab MIS); the rest will be given through D2L Assignments. All assignments are to be completed individually unless otherwise stated by the instructor. Keep in mind that it is your responsibility to make sure your assignment is submitted some way prior to the deadline. No late assignments will be accepted. There will be a NO EXCUSES policy in force for the submittal of all assignments! *Double-check to ensure successful submittal.* Do not practice "submit and forget".
- Activities: You are required to participate in D2L discussion forum activities and any other activities announced through D2L. You must check into the course often as missed activities will not be made up. There will be a NO EXCUSES policy in force for the submittal of all activities! Make sure you subscribe to D2L notifications, so you will receive all announcements and reminders through email and/or SMS.

Table 1: Points allocated to each grading element

Element	Points
Activities	10
MISLab chapter assignments	120
Data analytics assignments	70
Exam1 on MISLab	100
Exam2 on MISLab	100
Exam3 on MISLab	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 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

With regard to academic honesty, students are referred to the “Student Honor Creed”, including the following statements: “We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one’s own, work or ideas which are not on entirely one’s own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibilities for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests with each individual student.”

Academic dishonesty (cheating, lying, collusion, and plagiarism) will not be tolerated. The term “cheating” generally means representing someone else’s work as your own and includes, but is 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 below schedule.

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

Week	Week of	Chapter/module: Topic	Activities, Assignments, Exams	Due Date
1	8/26-9/1	Course overview; Syllabus; introduce yourself on D2L	Activity 1 and Activity 2	11:59pm on Sunday 9/1
2	9/2-9/8	Chapter 1: The importance of MIS	MISlab chapter assignment ch01	11:59pm on Sunday 9/8
3	9/9-9/15	Chapter 2: Strategy and Information Systems	Data analytics assignment #1 MISlab chapter assignment ch02	11:59pm on Tuesday 9/10 11:59pm on Sunday 9/15
4	9/16-9/22	Chapter 3: Business Intelligence Systems	Data analytics assignment #2 MISlab chapter assignment ch03	11:59pm on Tuesday 9/17 11:59pm on Sunday 9/22
5	9/23-9/29	Chapter 4: Hardware, Software, and Mobile Systems	MISlab chapter assignment ch04	11:59pm on Sunday 9/29
6	9/30-10/6	Exam1; it covers chapters 1-4; the exam is available ONLY on Tuesday, 10/1/2024.		
7	10/7-10/13	Chapter 5: Database Processing	Data analytics assignment #3 MISlab chapter assignment ch05	11:59pm on Tuesday 10/8 11:59pm on Sunday 10/13
8	10/14-10/20	Chapter 6: The Cloud	Data analytics assignment #4 MISlab chapter assignment ch06	11:59pm on Tuesday 10/15 11:59pm on Sunday 10/20
9	10/21-10/27	Chapter 7: Collaboration Information Systems	MISlab chapter assignment ch07	11:59pm on Sunday 10/27
10	10/28-11/3	Chapter 8: Processes, Organizations, and IS	Data analytics assignment #5 MISlab chapter assignment ch08	11:59pm on Tuesday 10/29 11:59pm on Sunday 11/3
11	11/4-11/10	Exam2; it covers chapters 5-8; the exam is available ONLY on Tuesday, 11/5/2024.		
12	11/11-11/17	Chapter 9: Social Media Information Systems	Data analytics assignment #6 MISlab chapter assignment ch09	11:59pm on Tuesday 11/12 11:59pm on Sunday 11/17
13	11/18-11/24	Chapter 10: Information Systems Security	Data analytics assignment #7 MISlab chapter assignment ch10	11:59pm on Tuesday 11/19 11:59pm on Sunday 11/24
14	11/25-12/1	Chapter 11: Information Systems Management	MISlab chapter assignment ch11	11:59pm on Sunday 12/1
15	12/2-12/8	Chapter 12: Information Systems Development	MISlab chapter assignment ch12	11:59pm on Sunday 12/8
Final Exam	Final Exam	Exam3; it covers chapters 9-12; the exam is available ONLY on Tuesday, 12/10/2024.		