

INTRODUCTION TO MIS/ DATA PROCESSING

BUSA 2303, Section 565

Fall2005

Monday & Wednesday 1 pm – 2:20 pm, Room 255, Business Building

University of Texas- Arlington

INSTRUCTOR: Mr. Anurag Jain
OFFICE: Rm. 630, Business Bldg.
OFFICE HOURS: 12:30 pm - 1 pm (M & W) or by appointment
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PREREQUISITE: None

TEXT: *Fundamentals of Information Systems* by Ralph Stair and George Reynolds, 3rd Ed

SOFTWARE: **SAM 2003 Course Technology Software Training and Assessment , version 3.0**

You can purchase your textbook bundled with the SAM software from either the Campus bookstore or Thomson Course Technology direct at a 10 % discount over the bookstore's price <http://www.coursedirect.com/>.

Course Description: Introduction to business data processing, computer programming, management information systems, and problems involved in business information processing systems. Selected software tools are presented and managerial applications are required.

Course Requirements: There will be four lab assignments, five scheduled quizzes and a comprehensive final exam. Your instructor reserves the right to add an additional pop quiz at any time during the semester.

| <u>Assignment</u> | <u>Due Date</u> | <u>Value</u> |
|---------------------------|-----------------|-------------------------------|
| Participation/ Attendance | | 10% |
| Quiz 1 | Sep 12 | 9% (1 quiz will be dropped) |
| Lab Assignment #1 | Sep 23 | 9% |
| Quiz 2 | Oct 03 | 9% |
| Lab Assignment #2 | Oct 14 | 9% |
| Quiz 3 | Oct 24 | 9% |
| Lab Assignment #3 | Nov 04 | 9% |
| Quiz 4 | Nov 14 | 9% |
| Lab Assignment #4 | Nov 18 | 9% |
| Quiz 5 | Nov 23 | 9% |
| Final Exam | Dec 05 | 18% |
| TOTAL | | 100% |

Grades:

A = 90% and above

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

INCOMPLETE Grades: Instructors are not obligated to give "incomplete" grades. A grade of incomplete will only be given under extraordinary unforeseen circumstances at the instructor's discretion and must be approved prior to the end of the course. Poor performance, absences or travel are not considered sufficient grounds for incompletes. An incomplete will only be given to those students that have completed more than 90 percent of the course at the time that some extraordinary circumstance has prevented the student from completing the course.

Attendance: On-time attendance is considered mandatory for all lectures. If you miss a class, you are responsible for the materials covered. Ten percent of your final grade will be determined by your ability to attend class on time and on a regular basis. Pop quizzes may be given during the semester. These usually occur when attendance is very light or it is clear that the class as whole has not read the assigned reading. Without exception, there will be no make up test to replace the attendance quiz you missed because you were not in class at the time that the attendance quiz was given.

Reading assignments: You are expected to read and study the assigned textbook! You should read each chapter assigned in this syllabus prior to coming to the class lecture on the assigned chapter. You will be responsible for any assigned material in the textbook regardless of the class coverage. So if you don't understand the material be sure and ask your instructor.

SAM 2003 Software: The SAM software will be used to test the students understanding of both the Microsoft Office Tools and the MIS topics covered in this course. Tests will be given in the Business Labs on the dates published in the syllabus. The Training software in SAM will be used to train the student how to use Microsoft Office Tools. The student may work on the lab assignments given in SAM anytime that the school labs are open or at home as long as there is an internet connection.

Logging into SAM Software: Your login user name and password in SAM will be different than the student login assigned to you on campus. **You must purchase the SAM software in the University bookstore when you purchase the required textbook for the semester. There is no way to circumvent the purchase of SAM software**, it is a requirement for each student that enrolls in this class. Your account number to log into SAM will take the format; User Account Name = FMLXXXX, where F = your first initial, M = your middle initial or X if I do not have a middle name for you, L = your last initial, and XXXX = the last four digits of your student id. Your temporary password will be the same as your User Account Name. It is strongly suggest that you change your password once you have logged in to SAM. Please see specific installation instructions from your instructor for the installation of your SAM software. These installation procedures will differ from the instructions published with the software CD. **DO NOT INSTALL THE SAM SOFTWARE UNTIL YOU HAVE RECEIVED INSTALLATION INSTRUCTIONS FROM YOUR INSTRUCTOR.** Your SAM Account name and password will be assigned by your instructor and not the University Computing Team. Your instructor will supply you with specific step by step instructions on logging in the system for the first time and establishing your student profile and secret password. If your instructor has not supplied you with a copy of the step by step instructions for logging into and using SAM please refer to the follow instructions:

SAM Instructions <http://www2.uta.edu/infosys/sears/BUSA2303.htm>

Examinations: The exams are closed books, closed notes. Do not miss any exam. *If you miss an exam your grade for that exam will be zero. No makeup exam will be given under any circumstance.* If you have any question concerning a grade you receive in an exam, it is your responsibility to inform me within one week of the exam being returned to you. Grades will not be discussed after that time. **All scheduled exams will be taken on computers in the campus labs. The campus labs will be monitored at all times during testing periods. If you are caught talking on your cell phone or to another individual while taking an exam or looking up answers in the textbook your test will be taken up and you will receive a zero for that examination. If you receive a zero on an exam for cheating the zero will not be dropped as the lowest quiz grade.**

Grading policy for the lab assignments: Students will receive Lab assignments for the SAM software at the start of the semester. The step-by-step tutorials in the SAM software will train the student to use office tools like MS-Word, MS-Excel, MS-Access, and MS-PowerPoint. The grade given for each lab assignment will rely heavily on the student's ability to follow instructions and complete Lab assignments on time. The student's grade for each lab assignment will be calculated based on the percentage of completion at the due date of the assignment. There will be no late turn-ins of any lab assignment for any reason. The student is responsible for the on-line connection to the SAM server. If you should have an internet connection failure an error message will warn you that any work thereafter will not be reported to the instructor. If this should occur exit from SAM and continue only when you have a good connection. You are responsible for any data loss that might occur due to a faulty internet connection. Each student is required to do their own work.

Tentative Course Schedule

| <u>Date</u> | <u>Assignment and Topic</u> | <u>Chapters</u> |
|-------------|--|-----------------|
| 08/22 | Introduction to Class, SAM Software, Syllabus | |
| 08/24 | Introduction, Information Systems in Organizations | 1 |
| 08/29 | Introduction, Information Systems in Organizations | 1 |
| 08/31 | Hardware and Software | 2 |
| 09/05 | Labor Day Holiday | |
| 09/07 | Hardware and Software | 2 |
| 09/12 | Quiz 1 (Chapters 1 & 2: LAB 2 & 4 Business Bldg.) | |
| 09/14 | Microsoft Word Workshop: LAB 2 & 4 Business Bldg | |
| 09/19 | Organizing Data and Information | 3 |
| 09/21 | Organizing Data and Information | 3 |
| 09/23 | Homework assignment # 1 (MS-Word) | |
| 09/26 | Telecommunications, Internet, Intranet, Extranets | 4 |
| 09/28 | Telecommunications, Internet, Intranet, Extranets | 4 |
| 10/03 | Quiz 2 (Chapters 3 & 4: LAB 2 & 4 Business Bldg) | |
| 10/05 | Microsoft Excel Workshop: LAB 2 & 4 Business Bldg | |
| 10/10 | Electronic Commerce & Transaction Processing | 5 |
| 10/12 | Electronic Commerce & Transaction Processing | 5 |
| 10/14 | Homework assignment # 2 (MS-Excel) | |
| 10/17 | Information and Decision Support Systems | 6 |
| 10/19 | Information and Decision Support Systems | 6 |
| 10/24 | Quiz 3 (Chapters 5 & 6: LAB 2 & 4 Business Bldg) | |
| 10/26 | Microsoft Access Workshop: LAB 2 & 4 Business Bldg | |
| 10/31 | Specialized Business Information Systems | 7 |
| 11/02 | Specialized Business Information Systems | 7 |
| 11/04 | Homework assignment # 3 (MS-Access) | |
| 11/07 | Systems Development | 8 |
| 11/09 | Systems Development | 8 |
| 11/14 | Quiz 4 (Chapters 7 & 8: LAB 2 & 4 Business Bldg) | |
| 11/16 | Security, Privacy, and Ethical Issues | 9 |
| 11/18 | Homework assignment # 4 (MS-Powerpoint) | |
| 11/21 | Security, Privacy, and Ethical Issues | 9 |
| 11/23 | Quiz 5 (Chapters 9: LAB 2 & 4 Business Bldg) | |
| 11/28 | Special MIS Topics | |
| 11/30 | Final Review chapters 1 - 9 | |
| 12/05 | Final Exam(1pm –2:20 pm: LAB 2 & 4 Business Bldg) | |

Syllabus Changes: The instructor reserves the right to make changes to the above syllabus as necessary; students are responsible to be attentive to changes announced in class.

UNIVERSITY and COLLEGE POLICIES

TUITION:

Students who have not paid by the census date and are dropped for non-payment cannot receive a grade for the course in any circumstances. Therefore, a student dropped for non-payment who continues to attend the course will not receive a grade for the course. Emergency loans are available to help students pay tuition and fees. Students can apply for emergency loans by going to the Emergency Tuition Loan Distribution Center at E.H. Hereford University Center (near the southwest entrance).

ATTENDANCE AND DROP POLICY:

Students are required to read and be prepared to discuss the assigned textbook chapters and workbook exercises on the scheduled class days. Class attendance and lateness policies will be discussed during the first week of class. Those policies include by reference all provision for grade adjustment or drop policies included in the applicable Graduate or Undergraduate Catalog in effect at the start of the semester. **NO STUDENT WILL BE DROPPED FROM THE CLASS ROLLS FOR NEVER ATTENDING OR EXCESSIVE ABSENCES.**

A student dropping a course after the Census Date but on or before the appropriate final drop date will receive a grade of "W" *only* if at the time of dropping, the student is passing the course (has a grade of A, B, C, or D); otherwise an F will be received.

ACADEMIC DISHONESTY

All students are expected to pursue their scholastic careers with honesty and integrity. It is the philosophy of this Department, this instructor and the University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts." Regents *Rules and Regulations*, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22. Institutional procedures regarding charges of academic dishonesty are outlined in Part II, Chapter 2, of the **Handbook of Operating Procedures of The University of Texas at Arlington**. Copies of the Handbook are available at more than 75 locations on campus, including the Student Congress office, the Library, and the Accounting Department Office (Davis Hall).

GRADE GRIEVANCES:

The procedure in the 1997 catalog is the following: "The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are the department chair or program director, academic dean, and the Provost...."

AMERICANS WITH DISABILITIES ACT (ADA):

The University of Texas at Arlington is on record as being committed to both the spirit and letter of the ADA to make reasonable adjustments in the classroom necessary to eliminate discrimination on the basis of disability. Students should meet with the Instructor during the first week of class to discuss their special needs and advise the instructor of any special needs, abilities or limitations and to discuss the instructor's expectations in class participation, performance and work standards. Any disclosure by the students of their need for accommodations is recognized to be extremely sensitive and all conversations and other communications will be kept protected and confidential and disclosed on a need-to-know basis only. Students are responsible for contacting and consulting with the University's **Office for Students with Disabilities** prior to contacting the instructor about any disabilities. The student should provide the instructor with some form of written documentation of the disability from an acceptable, external sources (such as a doctor, psychiatrist, etc.) and from the **Office for Students with Disabilities**.

ABSENCES BASED ON RELIGIOUS BELIEFS:

A student who misses an examination, work assignment, or other project due to the observance of a religious holy day will be given the opportunity to complete the work missed within 15 days following the

due date of the assignment, test, or other project missed. To be eligible for such a make-up, the student must notify me in writing of classes scheduled on dates he or she will be absent to observe a religious holy day. Notification must be made within the first 15 (fifteen) class days through either a written correspondence, personal delivered, acknowledged and dated by me or written correspondence sent certified mail, return receipt requested to me. Failure to follow the rules provided above within the time frames listed will result in the absence being considered unexcused.

BOMB THREATS:

Effective April 8, 1997, the College of Business Administration has adopted a policy to deal with the classroom disruption caused by bomb threats in the building. (A) Section 22.07 of the Texas Criminal Law Statutes governs terrorist threats and classifies bombs threats as Class A misdemeanors. Section 12.21 of the Texas Criminal Law Statutes states that a Class A misdemeanor is punishable by (1) a fine not to exceed \$4,000, (2) a jail term of not more than one year, or (3) both such a fine and confinement. (B) If anyone is tempted to call in a bomb threat, be aware that UTA will soon have technology to trace phone calls. (C) Every effort will be made to avoid cancellation of presentation/tests caused by bomb threats to the Business Building. Unannounced alternate sites will be available for these classes. If a student who has a class with a scheduled test or presentation arrives and the building has been closed due to a bomb threat, the student should immediately check for the alternate class site notice which will be posted on/near the main doors on the south side of the Business Building. If the bomb threat is received while class is in session, your instructor will ask you to leave the building and reconvene at another location. (D) Students who provide information leading to the successful prosecution of anyone making a bomb threat will receive one semester's free parking I the Maverick Garage across from the Business Building. UTA's CrimeStoppers will provide a reward to anyone providing information leading to an arrest. To make an anonymous report, call 817-272-5245.

EVACUATION PROCEDURES:

In the event of an evacuation of the College of Business building, when the fire alarm sounds, everyone must leave the building by the stairs. With the fire alarm system we now have, the elevators will all go to the first floor and stay there until the system is turned off.

All those in the North tower side of the building should proceed to the fire escape stairs located on the East and West sides of that wing.

FOR DISABLED PERSONS.....please go to the Northeast fire stairs. We have an evacu track chair located on the 6th floor stairwell. We have people trained in the use of this chair and there will be someone that will go to the 6th floor to get the chair and bring it to any lower floor stairwell to assist disabled persons.

Should this be a real emergency, the Arlington Fire Department and UTA Police will also be here to help.

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THE SYLLABUS AS NECESSARY; IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF THESE CHANGES.