INSY 2303 - Section 002
Introduction to MIS and Data Processing
Fall 2016

Instructor(s): Bouabre J.B. Koffi

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Faculty Profile:

Office Hours: Wednesday, 10:00 – 11:30 a.m / by appointment

Section Information: INSY, 2303, 002

Time and Place of Class Meetings: MWF, 09:00 – 09:50 a.m., Rm. 243 (COBA)

Description of Course Content: 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.

Student Learning Outcomes:

- The student will be able to discuss the role of computers and digital technology in businesses/organizations and how information technology has fostered a growing global economy.
- The student will be able to list and define the various hardware and software components of an Information System.
- The student will be able to perform basic file management tasks.
- The student will be able to describe networking, e-commerce, the Internet, and the telecommunications process; he/she will be able to access and use the Internet.
- The student will be able to describe various types of digital media and their uses.
- The student will be able to describe the importance of security, privacy, and other ethical matters related to information systems and appropriate methods for handling these issues.
- The student will be able to define the systems development life cycle and will be to list and describe the basic steps involved in creating an information system.
- The student will be able to define the purpose and structure of databases and data warehouses, and he/she will be able to describe various data modeling concepts and querying techniques.
- The student will be able to define transaction processing systems and decision support systems, and he/she and will be able to describe their different roles in an organization.
- The student will be able to use office productivity software to create documents, spreadsheets, and presentations.
- The student will be able to discuss the basic concepts of programming—including sequence, selection, and repetition—and will be able to describe the fundamental differences between procedural and object-oriented programming techniques.

Required Textbooks and Other Course Materials: - *Microsoft Office 2016 or 365 (with Word, Excel, PowerPoint, Access)*
    This is required to complete the lab assignments and is available in the computer labs on campus. Note: If you would like to purchase a copy

for your own computer, the UTA Bookstore offers it at a deep discount—much less than from other sources.

- LMS Integrated SAM 365 & 2016 Assessments, Trainings, and Projects with
MindTap® Reader (Printed Access Card), ISBN 9781337114004
This card contains a code which is required to log into the SAM website where you will access the digital textbook and your lab assignments. Note: The textbook and SAM 2016 may be bought individually, but the price will be higher than buying the access card.

Descriptions of major assignments and examinations: You will have four (4) lab assignments, which will require a computer with an Internet connection. These assignments may be done on your own computer or on the computers on campus, as long as you have a stable Internet connection and any required software. Required software for the course is listed on the first page of this syllabus. If other software is required, it will be noted in the lab assignment instructions. This will include any specific instructions necessary for installing and/or accessing the software and/or websites required for each assignment. Instructions for logging into SAM 2016 (or 365) and accessing the lab assignments will be posted in Blackboard. **All lab assignments are due by 11:59 PM on the date specified in the schedule on page 3 of this syllabus.**

The exams are composed of both true/false and multiple choice questions. A total of 50 questions for each test and 100 questions for the final exam. Scantron 882-E will be used.

Attendance: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will take attendance sporadically. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Grading:

Assignment	Value
Test 1	13%
Test 2	13%
Test 3	13%
Lab 1	10%
Lab 2	10%
Lab 3	10%
Lab 4	10%
Final Exam	21%
TOTAL	**100%**

F = 0% - 59%

Grades:
A = 90% and above
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%

Make-up Exams: There will be NO MAKEUP EXAMS. ***If you miss a test without a valid excuse, then your grade on that exam will be zero***. If you miss a test with a valid excuse and provide proper documentation to the instructor, your final exam grade will be used as the grade for the missed exam. Documentation must be given to your instructor no later than 1 week following the missed exam, and this policy will apply to only one missed exam. Examples of valid excuses are serious illness, death in the family, and participation in University sponsored events. Examples of valid documentation are a doctor's note, death certificate or funeral program, memo from the UTA Athletic Dept, etc.. ***No makeup exams 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 the instructor within 1 week of the exam. Grades will not be discussed after that time. If you are caught sending text messages, accessing e-mail or the Internet, talking on your cell phone or to another individual, etc.; your test will be ended/taken up, you will receive a zero for that examination, and appropriate disciplinary action will be taken in accordance with University Policy.

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog: http://catalog.uta.edu/academicregulations/grades/#undergraduatetext

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:
The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS)   www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX *or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or* jmhood@uta.edu.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

> *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*
>
> *I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Campus Carry: 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. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

Final Review Week: for semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.
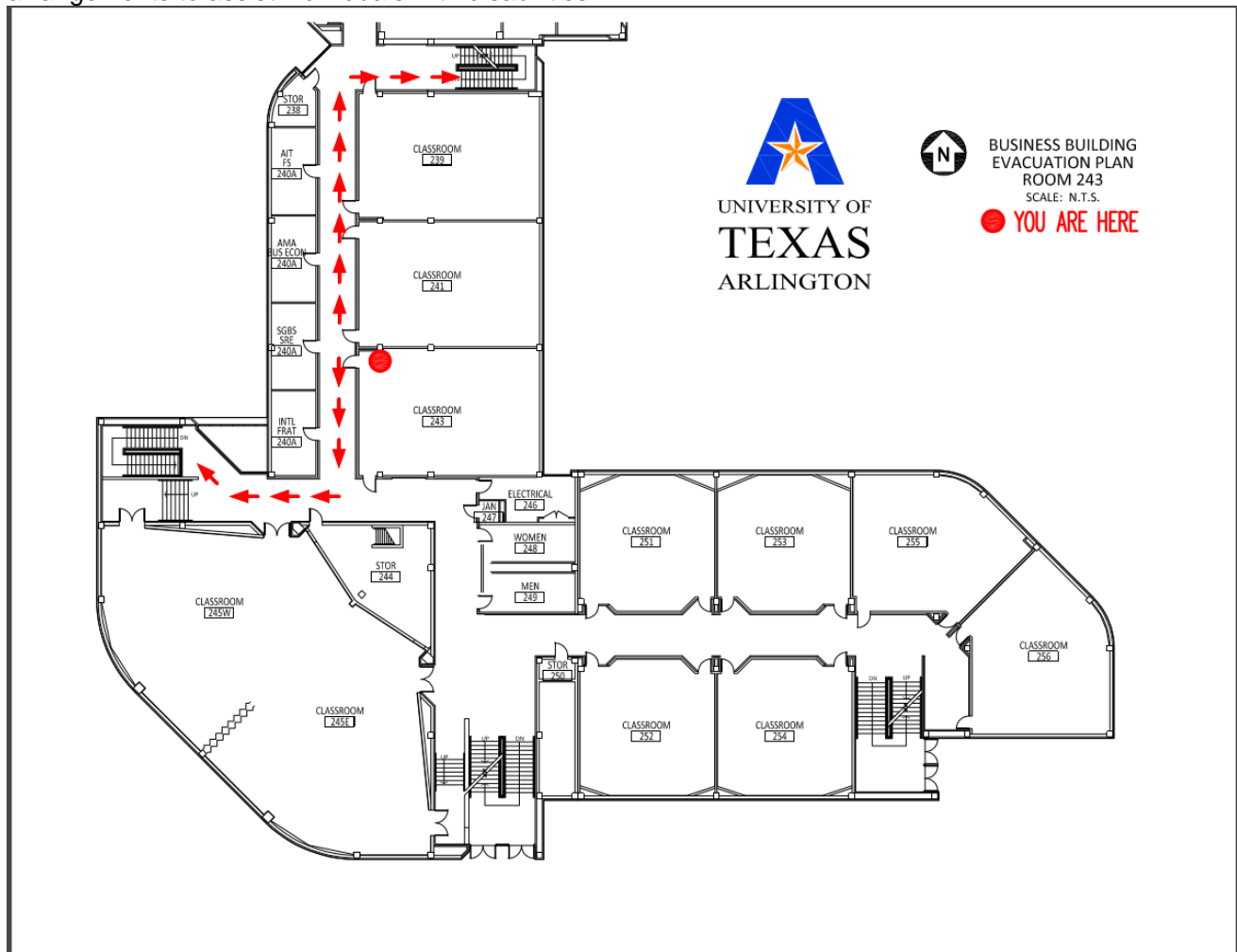
Students should also be encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at https://mavalert.uta.edu/ or https://mavalert.uta.edu/register.php

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs.

For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php.

The IDEAS Center (2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. http://library.uta.edu/academic-plaza

Course Schedule

Week Of	Assignment and Topic	Chapters
8/22	Introduction to Class, Syllabus Computers and Digital Basics	1
8/29	**Lab 1 Assigned in SAM (Due 9/23)** Computer Hardware	2
9/5	**Labor Day holiday** – 9/5 – NO SCHOOL Computer Software	3
9/12	Operating Systems and File Management	4
9/19	**Exam 1 (9/19)** LANS and WANS **Lab 1 Due (9/23)**	*Chapters 1 – 4* 5
9/26	**Lab 2 Assigned in SAM (Due 10/21)** LANS and WANS (cont.) The Internet	5 6
10/3	The Web and E-mail	7
10/10	Digital Media **Lab 2 Due (10/21)**	8
10/17	**Exam 2 (10/19)** The Computer Industry, History, Careers, and Ethics	*Chapters 5 – 8* 9
10/24	Information Systems Analysis and Design **Lab 3 Assigned in SAM (Due 11/11)**	10
10/31	Databases **Lab 3 Due (11/11)**	11
11/7	**Lab 4 Assigned in SAM (Due 12/2)** Databases (cont.) Computer Programming	11 12
11/14	Computer Programming (cont.)	12
11/21		

	CLASS ON 11/21
	Thanksgiving holidays – 11/24-25 – NO class
11/28	**Exam 3 (11/30)**
	Lab 4 Due (12/2)
12/5	Final Exam Review
12/14	**Final Exam – Wednesday, 08 AM-10:30 AM** *Chapters1-12*

Syllabus Changes: The instructor reserves the right to make changes to the above syllabus as necessary; students are responsible to be aware of changes announced in class and/or via the Internet.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

Library Home Page library.uta.edu

Resources for Students

Academic Help

Academic Plaza Consultation Services library.uta.edu/academic-plaza

Ask Us ask.uta.edu/

Library Tutorials library.uta.edu/how-to

Subject and Course Research Guides libguides.uta.edu

Subject Librarians library.uta.edu/subject-librarians

Resources

A to Z List of Library Databases libguides.uta.edu/az.php

Course Reserves pulse.uta.edu/vwebv/enterCourseReserve.do

FabLab fablab.uta.edu/

Special Collections library.uta.edu/special-collections

Study Room Reservations openroom.uta.edu/

Teaching & Learning Services for Faculty

Copyright Consultation library-sc@listserv.uta.edu

Course Research Guide Development, Andy Herzog amherzog@uta.edu or your subject librarian

Data Visualization Instruction, Peace Ossom-Williamson peace@uta.edu

Digital Humanities Instruction, Rafia Mirza rafia@uta.edu

Graduate Student Research Skills Instruction, Andy Herzog amherzog@uta.edu or your subject librarian

Project or Problem-Based Instruction, Gretchen Trkay gtrkay@uta.edu

Undergraduate Research Skills Instruction, Gretchen Trkay gtrkay@uta.edu or your subject librarian.