**INSY 2303 - Section 003**

## Introduction to MIS and Data Processing

**Fall 2016**

**INSTRUCTOR:** Karen Sarratt Scott

**OFFICE:** Rm. 515 COBA

**OFFICE HOURS:** MW, 11:50 – 12:20, by appointment

**CLASS TIME/PLACE:** Rm. 245E (Exam Days Only)

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**FACULTY PROFILE:** <http://wweb.uta.edu/insyopma/sarratt>

**PREREQUISITE:** None

**TEXT/MATERIALS: *-*** *Microsoft Office 2016 or 365 (with Word, Excel, PowerPoint, Access)*

This is required to complete the lab assignments and will be available in Rm. 339 COB. Note: You can download Office 365 from your MyMav account free of charge, but it will not come with Access, which is required. If you would like to purchase a copy (which does include Access) 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.

**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.

**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.

**CLASS POLICIES AND REQUIREMENTS**

**ATTENDANCE:** At The University of Texas at Arlington, taking attendance is not required. Rather, 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. Since this is an Internet course, **there are no class lectures to attend**. However, **exams will be taken on campus during the scheduled class time**, according to the dates listed in the course schedule (see page 3).

**REQUIREMENTS:** There will be 11 chapter (unit) assignments in Blackboard, four lab assignments, three regular exams, and a comprehensive final exam. **All reading, chapter assignments, and lab assignments and must be done according to the schedule provided below (see page 3). Therefore, it is extremely important that you keep up with schedule, as well as any information distributed via Blackboard and/or email.**

**Reading and** [**Blackboard**](https://elearn.uta.edu/webapps/login/)**/Chapter Assignments:** You are expected to read and study the assigned textbook. You should read each chapter assigned in this syllabus and **complete the associated chapter assignment, which will be posted in** [**Blackboard**](https://elearn.uta.edu/webapps/login/)**, according to the schedule below (see page 3). All chapter assignments are due by 11:59 PM on the dates listed in the schedule. Late work is not accepted.** If you do not understand the material, please ask your instructor. You are responsible for all material in the assigned chapters regardless of their inclusion in the [Blackboard](https://elearn.uta.edu/webapps/login/) chapter assignments.

**Lab Assignments:** You will have four (4) lab assignments, which will require a computer with an Internet connection, access to the SAM website, and Microsoft Office 2016 (or 365) with Word, Excel, PowerPoint, and Access. **All lab assignment instructions will be posted in Blackboard according to the course schedule below (see page 3).** **Labs are due by 11:59 on the dates listed in the schedule on page 3.** **LATE WORK IS NOT ACCEPTED.**

**Exams:** All regular exams and the final exam will be administered on campus during the scheduled class time on the dates listed on page 3 of this syllabus**. There will be NO MAKEUP EXAMS.** If you miss an exam due to a true emergency (e.g., serious illness, death in the family, etc.), please contact your instructor immediately. With proper documentation, such as a doctor’s/hospital’s note or death certificate, your instructor will use your final exam grade to replace the missed exam. If you have questions concerning an exam grade, you must inform the instructor within three (3) days of the exam. Grades will not be discussed after that time.

**Incomplete Grades:** Instructors are not obligated to give "incomplete" grades. An Incomplete will only be given under extraordinary unforeseen circumstances, at the instructor’s discretion, for students who have completed more than 90% of the course and cannot co­­mplete the remaining requirements. Poor performance, absences, and travel are not considered sufficient grounds for incompletes.

**GRADE CALCULATION INFORMATION**

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**Assignment/Exam Value**

|  |  |
| --- | --- |
| Blackboard Assignments | 7% |
| Exam 1 | 12% |
| Exam 2 | 12% |
| Exam 3 | 12% |
| Lab 1 | 9% |
| Lab 2 | 9% |
| Lab 3 | 9% |
| Lab 4 | 9% |
| Final Exam | 21% |
| **TOTAL** | **100%** |

**Grades:**

A = 90% and above

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

**COURSE SCHEDULE**

**Dates Assignment and Topic Chapters (Units)**

8/26 Course Introduction/Syllabus

8/29 – 9/2 Digital Content 1

**Blackboard Chapter Assignment 1 Due (9/2)**

Lab 1 Assigned in SAM (Due 9/23)

9/5 – 9/9 Lab Day Holiday (9/6)

Digital Devices 2

**Blackboard Chapter Assignment 2 Due (9/9)**

9/12 – 9/16 Networks 3

**Blackboard Chapter Assignment 3 Due (9/16)**

9/19 – 9/23 The Web 4

**Lab 1 Due in SAM (9/23)**

**Blackboard Chapter Assignment 4 Due (9/23)**

9/26 – 9/30 **Exam 1 (9/26)  *1 – 4***

Social Media 5

Lab 2 Assigned in SAM (Due 10/21)

**Blackboard Chapter Assignment 5 Due (9/30)**

10/3 – 10/7 Software Basics 6

**Blackboard Chapter Assignment 6 Due (10/7)**

10/10 – 10/14 Digital Security 7

**Blackboard Chapter Assignment 7 Due (10/14)**

10/17 – 10/21 The ICT Industry 8

**Lab 2 Due in SAM (10/21)**

**Blackboard Chapter Assignment 8 Due (10/21)**

10/24 – 10/28 **Exam 2 (10/24) *5 – 8***

Lab 3 Assigned in SAM (Due 11/11)

10/31 – 11/4 Information Systems 9

Last Day to Drop Classes (11/2)

**Blackboard Chapter Assignment 9 Due (11/4)**

11/7 – 11/11 Database Basics 10

L**ab 3 Due in SAM (11/11)**

Lab 4 Assigned in SAM (Due 12/2)

11/14 – 11/18 Database Basics (cont.) 10

**Blackboard Chapter Assignment 10 Due (11/18)**

11/21 – 11/25 Programming Tools 11

Thanksgiving Holiday (11/24 – 11/25)

11/28 – 12/2 Programming Tools (cont.) 11

**Blackboard Chapter Assignment 11 Due (11/28)**

**Exam 3 (11/30)**

**Lab 4 Due in SAM (12/2)**

12/5 – 12/9 Review Week

12/12 **Final Exam (Monday, 12/12, 11:00 AM) *1 – 11***

**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.

**UNIVERSITY and COLLEGE POLICIES**

**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).** 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](http://www.uta.edu/disability) or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** *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*](http://www.uta.edu/hr/eos/index.php)*. For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**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 as they see fit in their courses, including (but not limited to) 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.

**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>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be 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 enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** 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.

**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](mailto:resources@uta.edu), or view the information at http://www.uta.edu/universitycollege/resources/index.php

**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