



INSY 2303 Introduction to MIS and Data Processing (Section 006), SPRING 2017

Instructor: Mr. Adel Yazdanmehr

Phone: 817-272-3502

Class Time: Tue-Thu 8:00AM – 9:30AM

Office Hours: After class or by appointment

Web Site: <http://www.uta.edu/blackboard/>

Faculty Profile: <http://www.uta.edu/profiles/adel-yazdanmehr>

Office: COBA506

Email: adel@uta.edu

Classroom: COBA245E

Required Textbooks and Other Course Materials:

- 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 bundle above.

If you would prefer a hardcopy of the text (rather than the digital copy), there is an optional bundle (ISBN 9781337354769) that includes a loose-leaf version and may be purchased in lieu of ISBN 9781337114004.

** Microsoft Office 2016 (with Word, Excel, PowerPoint, and Access) is required for the lab assignments and is **available on the computers in Room 339 COBA** (other labs on campus may not have the correct version available).

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 for your own computer, please note that may be purchased at the UTA Bookstore at a deep discount. If you buy it online or elsewhere, the price will be higher and may not be the correct version.

*** Any other version of Microsoft Office (Microsoft Office 2013, and 2010) is incompatible with SAM and may result in lower (incorrect) grades.

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

1. 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.
2. The student will be able to list and define the various hardware and software components of an Information System.
3. The student will be able to perform basic file management tasks.
4. 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.

5. The student will be able to describe various types of digital media and their uses.
6. 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.
7. 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.
8. 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.
9. 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.
10. The student will be able to use office productivity software to create documents, spreadsheets, and presentations.
11. 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.

Course Requirement:

There will be 11 chapter materials in Blackboard, four lab assignments, three regular exams, and a comprehensive final exam.

Grading

Exam 1	Overall 40%;	Grades: A = 90% and above B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 0% - 59%
Exam 2	Two highest have 15%, and the	
Exam 3	lowest has 10%.	
Lab 1	Overall 40%;	
Lab 2	Three highest have 11%, and	
Lab 3	the lowest has 7%	
Lab 4		
Final Exam	20%	
Total	100%	

- **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. As the instructor of this section, I have established the following attendance policy: Attendance is considered mandatory for all lectures. **If you miss a class, you are responsible for the materials covered.** Pop quizzes and participation assignments may be given during the semester. If you miss a pop quiz or participation assignment, there will be no makeups—no exceptions.
- **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. If you don't understand the material, be sure you ask your instructor.

Lab Assignments: You will have four (4) lab assignments, which will require a computer with an Internet connection. Lab assignments are self-instructed assignments that students are supposed to do them individually. 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 2013 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 7 of this syllabus.

- **LATE WORK IS NOT ACCEPTED.**

- In deadline days, SAM server is busy and sometimes does not accept your submission. I recommend to **submit your assignment at least a day before the deadline.**
- PLEASE DO NOT EMAIL YOUR FILES STATING THAT THE SYSTEM DID NOT ACCEPT YOUR SUBMISSION OR YOU WERE JUST FEW MINUTES LATE. YOU SHOULD PLAN BEFOREHAND PROPERLY. NO EXCUSES WILL NOT ACCEPTED.

- Each lab has 2 or more parts, your final grades for that lab is the average of the grades for each part.
- Each part can be submitted in 5 attempts and The highest grade of all attempts will be considered.
- SAM IS A RELIABLE SOFTWARE, so if you lost some points somewhere, it is probably your fault not the software, try to address the issue, or redo the assignment (Each lab has a training part that you can refer to if you have any question). Emails stating that the system did not grade properly will not be answered.
- **ANY LAB ASSIGNMENT WILL NOT GRADED MANUALLY IN ANY CIRCUMTANCES.**
- **THERE WILL BE NO MAKE UP LAB ASSIGNMENT IF YOU MISSED ONE**

- **Examinations:**

- All tests and the final exam will be closed book, closed notes.
- **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.

- 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.**

Exam Rules:

- You will be unable to take the exam 20 minutes after the exam has officially begun.
- You will be required to turn off your cellphone and put it on your desk in a way that is visible to the instructor.
- No headphones or headsets are allowed.
- Please make sure to go to bathroom before exam. Bathroom breaks are strongly discouraged, and in extenuating circumstances only one individual can be on Bathroom break at the exam time (two or more individuals are not allowed to be on bathroom break at the same 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.
- **Research in Classroom:** You may be invited to fill out the research survey or participating in specific experiment. There will be some incentive that may be provided by researcher. Participation is completely voluntary and if you do not wish to participate in this research, you will not be penalized. There will be no identifying information collected in relation to this research, you will remain anonymous.
- **Academic Integrity:** **Computers, cell phones, music players, tablets, smartwatches, and headsets cannot be used in all those exams.** If you are caught looking on someone else's exam, texting, accessing e-mail/Internet/cell phone, etc.; your test will be ended and you will receive a zero for that exam. At the instructor's discretion, further disciplinary action may be taken as well. Cheating is not acceptable and will be handled in accordance with the policy

and Procedures University of Texas at Arlington. Please refer to the University Catalog for details.

- **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 Grievance Policy:** University policy will be followed to handle any grade grievance. You should first contact the instructor and discuss the matter by email or in person and provide any supporting material for your grievance. If the grievance is not satisfactorily resolved, you can follow the University Guidelines for further action. Please refer to the University Catalog for details.
- **Communication:** The instructor may use [Blackboard](#), MavMail, and other forms of e-mail to communicate with students outside of class.

Classroom Conduct/Expectation

1. Read the chapter before the corresponding lecture.
2. Arrive at class on time and, do not leave early (if you have to leave early, you must get the instructor's permission in advance).
3. Ask questions during lecture if you do not understand something.
4. Do not talk to your classmates about topics that are not related to the class during the class time.
5. Digital devices such as cell phone, pager, iPod, etc. that are not related to the course are prohibited during the class time.
6. You may have a laptop in class to use excel for data analysis and/or follow along on class notes. If you are multitasking during class and using your laptop for tasks unrelated to class, please sit in the last row of the classroom so that you do not distract other students.

UNIVERSITY and COLLEGE POLICIES

Drop Policy: The University of Texas at Arlington's drop policy will be in effect for this course. *Last Day to Drop* is **May 31st, 2017**. **Do not assume that a course will be dropped automatically if you do not attend.** 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://www.uta.edu/aao/fao/>).

Fee Payment: If you don't pay your fees you will be dropped from class by the Registrar and will not be eligible for reinstatement.

Blackboard: We will be using Blackboard for this class. You can access the Blackboard at <https://elearn.uta.edu/>. You will need to use your Net ID and password to access your class information. It is the student's responsibility to check blackboard for the syllabus and any changes to the syllabus, class assignments, and other course materials that will be made available.

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 handicapped individuals.

Americans with Disabilities Act: The University of Texas at 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)*. 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. 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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Academic Integrity: Students enrolled in this course 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.

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 www.uta.edu/resources.

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>.

Network Logon Assistance: To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

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 at the Maverick Garage across from the Business Building. UTA's Crime Stoppers will provide a reward to anyone providing information leading to an arrest. To make an anonymous report, call 817---272---5245.

Final Note: Please talk to me if you experience any difficulties during the semester. Suggestions will only help improve the class, and will not in any way affect my evaluation of your performance. Students who need special consideration because of a disability should make an appointment to see me.

Tentative Course Schedule

<u>Date</u>	<u>Assignment and Topic</u>	<u>Chapters</u>
1/17	Introduction to Class, Syllabus	
1/19	Overview of Information Technology Industry	
1/24 –1/26	Digital Content	<i>Chapter 1</i>
2/31 – 2/2	Digital Devices	<i>Chapter 2</i>
2/7 – 2/9	Networks	<i>Chapter 3</i>
2/14 – 2/16	The Web Lab 1 Due (2/20)	<i>Chapter 4</i>
2/21	Review (Exam 1 + Final Exam)	<i>Chapters 1 – 4</i>
2/23	Exam 1	
2/28 - 3/2	Social Media	<i>Chapter 5</i>
3/7 – 3/9	Software Basics	<i>Chapter 6</i>
3/14-3/16	Spring Break	
3/21-3/23	Digital Security Lab 2 Due (3/22)	<i>Chapter 7</i>
3/28 – 4/30	The ICT Industry Last Day to Drop Classes (3/31)	<i>Chapter 8</i>
4/4	Review (Exam 2 + Final Exam)	<i>Chapters 5 – 8</i>
4/6	Exam 2	
	Lab 3 Due (4/10)	
4/11 – 4/13	Information Systems	<i>Chapter 9</i>
4/18 –4/20	Database Basics	<i>Chapter 10</i>
4/25 – 4/27	Programming Tools	<i>Chapter 11</i>
	Lab 4 Due (5/1)	<i>Chapters 9 – 11</i>
5/2	Review (Exam 3 + Final Exam)	
5/4	Exam 3	
May/9	Final Exam – Tuesday - 8 AM - 10:30 AM	<i>Chapters 1 – 11</i>

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