
INSY 2303: Introduction to MIS and Data Processing

Fall 2017

Instructor: Ms. Fereshteh Ghahramani
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Phone: 817-272-3502
Office Hours: MW, 2:00PM - 2:30PM, **by appointment**
Class Time/Place: INSY 2303-005 / MWF 1:00PM - 1:50PM / COBA142
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Prerequisite: None
Text/Materials: **Microsoft Office 2016 or 365 (with Word, Excel, PowerPoint, and Access)**

This is required to complete the lab assignments and will be available on select machines 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: If you would prefer a hardcopy of the text (rather than the digital copy only), there is an **optional bundle (ISBN 9781337354769)** that includes a loose-leaf version and may be purchased **in lieu of ISBN 9781337114004**.

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 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 have established the following attendance policy: Attendance is considered mandatory for all lectures. **You will be responsible for all material covered in class and for knowledge of any announcements or changes to the schedule made in class, even if you are unable to attend class.**

Pop quizzes, participation assignments, or random attendance rolls will be given during the semester. They will be considered as extra credits. If you miss a pop quiz or participation assignment, there will be no makeups—no exceptions.

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.

Reading assignments: You are expected to read and study the assigned textbook! You should read each Unit assigned in this syllabus prior to coming to the class lecture on the assigned Unit. 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. 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 5&6 of this syllabus.**

Important Notes:

- **Late work is not accepted.**
- On the due dates, SAM server is busy and sometimes does not accept your submission. You are recommended to submit the assignment at least a day before the due date.
- Please do **not** send your lab assignments to instructor for **ANY** reason (system is not accepting, few minutes late ...). You should plan beforehand properly. **No excuses will be accepted.**
- Each lab has 2 or more parts. Your final grades for that lab is the average of the grades for each part.
- You have 5 attempts for each part and the attempt with highest grade will be accepted.
- SAM is a reliable software. So if you lost some points, it is 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). The system **does** grade properly.
- **Lab assignments will NOT be graded manually in any circumstances.**
- **No** make up for lab assignments.

Examinations: All tests and the final exam will be closed book, closed notes. A scantron will be required for each exam. Cell phones, smart watches and laptops are not allowed during exams. Instructor reserve the right to assign seating for test periods. Students are required to take tests at the scheduled time.

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.

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, 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.

Communication: The instructor may use [Blackboard](#), MavMail, and other forms of e-mail to communicate with students outside of class.

Course Requirements: There will be four lab assignments, three regular exams, and a comprehensive final exam.

GRADE CALCULATION

Assignment	Value	Grades: A = $\geq 90\%$ B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 0% - 59%
Exam 1	13%	
Exam 2	13%	
Exam 3	13%	
Lab 1	10%	
Lab 2	10%	
Lab 3	10%	
Lab 4	10%	
Final Exam	21%	
Total	100%	

Laptops and other electronic devices: There are instances in which learning is enhanced by the use of laptops or tablet computers during class. Use of these devices in the classroom is acceptable as long as the use of these devices does not distract students or the instructor in any way. The instructor reserves the right to designate the classroom as an electronic device-free zone at any time.

COURSE SCHEDULE

Session	Date	Event	Topic
1	25-Aug	Syllabus /Course Intro	Unit 1
2	28-Aug		
3	30-Aug	Lab 1 Assigned in SAM	
4	1-Sep		
	4-Sep	Labor Day Holiday	
5	6-Sep		
6	8-Sep		
7	11-Sep		Unit 2
8	13-Sep		
9	15-Sep		
10	18-Sep		Unit 3
11	20-Sep		
12	22-Sep		
13	25-Sep	Lab 1 Due in SAM	Unit 4
14	27-Sep		
15	29-Sep	Lab 2 Assigned in SAM	
16	2-Oct	Exam Review	
17	4-Oct	Exam 1 (Units 1-4)	
18	6-Oct		Unit 5
19	9-Oct		
20	11-Oct		
21	13-Oct		Unit 6
22	16-Oct	Lab 2 Due in SAM	
23	18-Oct		
24	20-Oct		Unit 7
25	23-Oct	Lab 3 Assigned in SAM	
26	25-Oct		
27	27-Oct		Unit 8
28	30-Oct		
29	1-Nov	Exam Review	
30	3-Nov	Exam 2 (Units 5-8)	

Session	Date	Event	Topic
31	6-Nov	Lab 3 Due in SAM	Unit 9
32	8-Nov		
33	10-Nov	Lab 4 Assigned in SAM	
34	13-Nov		Unit 10
35	15-Nov		
36	17-Nov		
37	20-Nov		Unit 11
38	22-Nov		
	24-Nov	Thanksgiving holidays	
39	27-Nov		
40	29-Nov	Exam Review	
41	1-Dec	Exam 3 (Units 9-11) Lab 4 Due in SAM	
42	4-Dec	Final Exam Review	
43	6-Dec	Final Exam Review	
	8-Dec		
44	11-Dec	Final Exam (11 - 1:30 p.m.)	All Units Covered

“As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –F. Ghahramani”

Other Important Days:

Sep 11: Census date

Nov 01: Last day to drop classes; submit requests to advisor prior to 4:00 pm

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). 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.

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>.

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.