INSY 2303 - Section 008 (Class 89455)
Introduction to MIS and Data Processing
Fall 2015

INSTRUCTOR:	Dr. Gene Moo Lee	**OFFICE:**	COBA 516
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OFFICE HOURS:	TuTh 3:00 – 4:00 pm / by appointment		
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TEACHING ASSISTANT:	Mr. Jie Zhang (COBA 528)	**TA E-MAIL**:	jie.zhang2@mavs.uta.edu
CLASS TIME, PLACE:	TuTh, 12:30 – 1:50 pm, Science Hall (SH) 330		
PREREQUISITE:	None		
REQUIRED MATERIALS:	Microsoft Office 2013 or Office 365 (with Word, Excel, PowerPoint, and Access) *		

Textbook Bundle (ISBN 978-1-305-03576-8), which includes:
• New Perspectives on Computer Concepts 2014, 16th Ed, Comprehensive
• SAM 2013 Assessments, Training, and Projects **v1.0** Printed Access Card **
(Do **not** try to log in or set up SAM account by yourself)
* Microsoft Office 2013 (with Word, Excel, PowerPoint, and Access) is required for the lab assignments and is available on the computers in Rooms 339 and 349 COBA (other labs on campus may not have the correct version available). You may also use Office 365. If you would like to purchase a copy for your own computer, please note that it is a Windows-based application and may be purchased from the UTA Bookstore at a deep discount. If you buy it elsewhere, the price will be higher and may not be the correct version.
** The textbook and SAM 2013 may be bought individually, but the bundle is most economical.

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. 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. 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 3 of this syllabus. LATE WORK WILL NOT BE ACCEPTED.**

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. *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
Class Participation / Quiz	4%
Exam 1	12%
Exam 2	12%
Exam 3	12%
Lab 1	10%
Lab 2	10%
Lab 3	10%
Lab 4	10%
Final Exam	20%
TOTAL	**100%**

Grades:
A = 90% and above
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F =   0% - 59%

COURSE SCHEDULE

Day	Assignment and Topic	Chapters
8/27 Thu	Introduction, Syllabus	
9/1 Tue, 9/3 Thu	Computers and Digital Devices Lab 1 Assigned (Due 9/25)	1
9/8 Tue, 9/10 Thu	Computer Hardware	2
9/15 Tue, 9/17 Thu	Software	3
9/22 Tue, 9/24 Thu	Operating Systems and File Management	4
9/25 Fri	**Lab 1 Due (11:59pm)**	**SAM**
9/29 Tue	**Exam 1** Lab 2 Assigned (Due 10/16)	**Chapters 1~4**
10/1 Thu, 10/6 Tue	Local Area Networks	5
10/8 Thu, 10/13 Tue	The Internet	6
10/15 Thu	The Web and Email	7
10/16 Fri	**Lab 2 Due (11:59pm)**	**SAM**
10/20 Tue	The Web and Email Lab 3 Assigned (Due 11/6)	7
10/22 Thu, 10/27 Tue	Digital Media	8
10/29 Thu	**Exam 2**	**Chapters 5~8**
11/3 Tue	Computer Industry: History, Careers, and Ethics	9
11/4 Wed	Last day to drop (11/4)	
11/5 Thu	Information Systems Analysis and Design	10
11/6 Fri	**Lab 3 Due (11:59pm)**	**SAM**
11/10 Tue	Information Systems Analysis and Design Lab 4 Assigned (Due 12/4)	10
11/12 Thu, 11/17 Tue	Databases	11
11/19 Thu	Computer Programming	12
11/24 Tue, 11/26 Thu	No Class – Thanksgiving Holidays	
12/1 Tue	Computer Programming	12
12/3 Thu	**Exam 3**	**Chapters 9~12**
12/4 Fri	**Lab 4 Due (11:59pm)**	**SAM**
12/8 Tue	Final Review	
12/10 Thu	No Class – Final Week	
12/17 Thu	**Final Exam (Time: 11:00~1:30pm)**	**Chapters 1~12**

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.

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 or calling 817-272-3364.
Counseling and Psychological Services, (CAPS) 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 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.* For information regarding Title IX, visit 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, 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