

ACCT/MNGT 3333

Section 001 Fall 2020

Information System Fundamentals



MESA 2221 Tuesday/Thursday 9:30-10:45 pm

Syllabus

Basic Information

Instructor Name: Howard Xu, PhD in Accounting

E-MAIL: xu_c@utpb.edu

OFFICE HOURS: By appointment

On-line resources in Canvas at <http://utpb.instructure.com> You can access Technical Support on the button left of the course menu or the 24/7 Help Desk at 1-866-437-0867.

Course Description

Course Catalog Description:

Introduction to the organizational and managerial foundations of information systems. The role of information systems in enhancing business processes and management decision making is emphasized. Students experience use of business application software in problem solving.

Measurable Learning Outcomes:

By the end of this course, you will be able to:

- Define an information system and its components.
- Explain how information systems can be used to improve organizational performance.
- Explain how information systems can support achieving competitive advantage.
- Describe the components of IT infrastructure.
- Identify hardware and software trends in business.
- Explain the basic concepts of relational databases and their uses.
- Define components of types of networks and how they support communication and e-business.
- Describe security threats to information systems and tools for safeguarding information resources.
- Describe the decision-making process.
- Explain how business intelligence and business analytics support decision making.
- Use Excel to create and format professional level spreadsheets to support decision making in the organization.

Prerequisites: None

Required Materials:

Title: *Essentials of Management Information Systems, 13 edition*

Authors: Laudon and Laudon

Publisher: Pearson

ISBN: 978-0-13-480275-6

Title: *Microsoft Excel 2016 – Comprehensive* with MyLabIT access code

Author: Mulbery and Davidson

Publisher: Pearson

ISBN: 978-0-13-447944-6

Time Requirement

Below is my estimate of the minimum weekly time requirements to earn an above average grade in this course during the eight-week semester:

Reading, video lectures	8 hours per week
Homework, discussions, other assignments	14 - 20 hours per week
Weekly estimate of time for this course	22- 28 hours per week

Important Academic Dates

UTPB Academic Calendar: <https://www.utpb.edu/calendar/index.php>

Course Overview

Readings: You will be required to read each chapter in *Essentials of MIS* as it is covered. You will also need to work through the chapters in the *Excel 2016* book.

Exams/Quizzes: There will be a chapter quiz for each of the 8 *Essentials of MIS* chapters covered. In addition, there will be a comprehensive final exam over the *Essentials of MIS* chapters covered.

Excel Assignments: There will be two or three Excel assignments for each Excel chapter which will require you to apply the functions covered in each chapter. These assignments will be completed and submitted in MyLabIT. You will have two tries for each assignment. After your first attempt, you will be able to view feedback to see what you need missed so that you can achieve a better grade with the second attempt. Each assignment is comprehensive as you will be required to apply concepts learned in previous chapters as you complete the later chapters.

Discussions: You will have several discussion assignments during the semester in Canvas. You will be asked to read and respond to different business cases. You will also be required to read or view your classmates' posts and respond to them.

Grading:

Course Activity	Percentage of Total Grade
<i>Essentials of MIS</i> chapter quizzes	25%
<i>Essentials of MIS</i> Comprehensive Final Exam	15%
Excel Quizzes	10%
<i>Excel 2016</i> Assignments	<u>50%</u>
Total Points	100%

Grading Scale:

Grade Range	Letter Grade
90% and above	A
80% to 89%	B
70% to 79%	C
60% to 69%	D
Less than 60%	F

Communication, Grading & Feedback: To contact me via Canvas Message System, I will generally respond to emails within 24 hours during the week and 48 hours on the weekend. All the course activities that are not self-graded will usually be graded within one week after the set due date. You can check your grades by going to **Grade Book** in the course in Canvas. I will provide individual feedback or general feedback in the performance of the course activity. Individual feedback will be available through the COMMENT section of the **Gradebook** or in comments in the individual assignments; sometimes you will receive feedback through email or through attachment of commented documents. If there is any discrepancy in the grade, you should contact me immediately.

Policies

- 1. Discussion Board:** Discussion Board is primarily for discussing course related topics and issues. Best practices are:
 - a. Read all message postings in online discussion.
 - b. Respond to the question directly
 - c. Reply to a minimum of two other student posts.
 - d. Use a person's name in the body of your message when you reply to their message.
 - e. Avoid postings that are limited to 'I agree' or 'great idea', etc.
 - f. Ensure responses to questions are meaningful, reflective.
 - g. Support statements with concepts from course readings, refer to personal experience, examples.
 - h. Follow **Rules of Behavior**.
- 2. Rules of Behavior:** Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:
 - Do not post anything too personal.
 - Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
 - Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
 - Be courteous and respectful to other people on the list
 - Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
 - Use line breaks and paragraphs in long responses.
 - Write your full name at the end of the posting.
 - Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

3. **Make-Up/Late Submission Policy:**

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. **You must select "SUBMIT" for your homework to be turned in.**

4. **Academic Dishonesty/Plagiarism/Cheating:** The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion may receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university's handbook at: <http://ss.utpb.edu/dean-of-students/scholastic-dishonesty/>

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

5. **Attendance and Class Participation:** Regular and active participation is an essential aspect of this course. Students are expected to participate in the class and to have completed required assignments on time.
6. **Due Dates:** All the course activities have set dates to be completed and submitted. The due dates are all in **Central Time**. If you live in a different time zone, be sure that you adjust for the time difference. Contact instructor immediately in case of an emergency situation.
7. **Course Incomplete/Withdrawal/Grade Appeal:**
All students are required to complete the course within the semester they are registered. Incomplete grades for the course are rarely given. A grade of Incomplete will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals at

<http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/adds-drops>

For grade appeal process go to <http://www.utpb.edu/campus-life/dean-of-students/grievances>.

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

8. **Students with Disabilities:**

The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Mr. Paul Leverington

Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762

Voice Telephone: 432-552-4696

Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Computer Skills, Technical & Software Requirements

You should have general computer skills for this course. You must be able to download and upload files, use Excel (including creation of formulas) and Word. You should be able to do basic troubleshooting and know how to contact and interact with technical support for the learning management system and other required software.

You must have a working web camera for this course. You will be required to use it for Lock-down browser (if required) as well as for any video presentations and/or discussions that may be required.

Any files submitted should be Word, Excel, or other Microsoft office files or that specified in the assignment. Other file types will not be accepted. All UTPB students can get Office 365 for their use while they are students. You must use these programs rather than other types of programs to submit your assignments.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to Student Services below or visit: <http://www.utpb.edu/services/ird/information-on-computer-accounts-e-mail/office-365>

To obtain software licensing and media for selected Microsoft titles at very low cost through a software agreement visit: <http://www.utpb.edu/services/ird/information-for-students/software-distribution/microsoft-select>.

Computer Technical Requirements: Information at <http://www.utpb.edu/online/reach/technical-requirements>

Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB’s Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses, students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB’s Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by:

Presentation of approved photo ID* through a web cam and video recorded proctoring during assessment (Respondus Monitor).

*Approved photo identifications are: passports, government issued identification, driver's licenses, military Using LockDown Browser & Respondus Monitor for Online Exams

This course will require the use of LockDown Browser and Monitor for online exams. Watch this short (Links to an external site.)video (Links to an external site.) (Links to an external site.)<http://www.respondus.com/products/lockdown-browser/student> (Links to an external site.)- (Links to an external site.)movie.shtml (Links to an external site.) (Links to an external site.) to get a basic understanding of LockDown Browser and Monitor.

Download and install LockDown Browser from this link: (Links to an external site.)<http://www.respondus.com/lockdown/download.php?id=841715130> (Links to an external site.) . Be sure that your internet connection will support video recording. Failure to capture the video when required will result in a grade of zero for the assignment. If you do not have a good connection from your home, you will need to find an alternate location which has adequate bandwidth.

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.) When taking an online exam, follow these guidelines:

- Setup webcam for exams using Monitor.
- You must be able to move the webcam to show your testing area to ensure that there are no additional materials in your work area.
- Ensure you're in a location where you won't be interrupted.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. ID from DoD; dual credit and early college high school students use school district identifications.

Preparation for Emergencies

Computer Crash: Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact: If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files: You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	Testing Services & Academic Accommodations Department (432) 552-2630 http://www.utpb.edu/academics/undergraduate-success/TSAAD
Advising	UTPB E-Advisor at http://cas.utpb.edu/academic-advising-center/e-advisor/
Bookstore	(432) 552-0220 http://www.bkstr.com/texas-permianbasinstore/home
Email, Outlook 365, my.utpb.edu	Information Resources Service http://www.utpb.edu/services/ird
Financial Aid and Scholarship	(432) 552-2620 http://www.utpb.edu/campus-life/financial-aid
Library	(432) 552-2370 The J. Conrad Dunagan Library Online at http://library.utpb.edu/
Registrar	(432) 552-2635 http://www.utpb.edu/services/academic-affairs/office-of-the-registrar
Student Services	http://www.utpb.edu/campus-life/dean-of-students
Technical Support	Canvas 1-866-437-0867 https://guides.instructure.com/
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course). http://www.utpb.edu/online/reach/smarthinking-online-tutoring

Schedule

Subject to modification

Week	Topic	
Aug 24 – Aug 30	Welcome	Getting to know each other
	<i>Essentials of MIS</i>	Chapter 1 – Business Information Systems in Your Career
Aug 31 - Sep 6	<i>Essentials of MIS</i>	Chapter 2 – Global E-Business and Collaboration
	<i>Excel 2016</i>	Chapter 1 – Introduction to Excel: Creating and Formatting a Worksheet
Sep 7 – Sep 13	<i>Essentials of MIS</i>	Chapter 3 – Achieving Competitive Advantage with Information Systems
	<i>Excel 2016</i>	Chapter 2 – Formulas and Functions: Performing Quantitative Analysis
Sep 14 – Sep 20	<i>Essentials of MIS</i>	Chapter 4 – Ethical and Social Issues in Information Systems
	<i>Excel 2016</i>	Chapter 3 – Charts: Depicting Data Visually
Sep 21 – Sep 27	<i>Essentials of MIS</i>	Chapter 5 – IT Infrastructure: Hardware and Software
	<i>Excel 2016</i>	Chapter 4 – Datasets and Tables: Managing Large Volumes of Data
Sep 28 – Oct 4	<i>Essentials of MIS</i>	Chapter 6 – Foundations of Business Intelligence: Databases and Information Management
	<i>Excel 2016</i>	Chapter 5 – Subtotals, PivotTables, and PivotCharts: Summarizing and Analyzing Data
Oct 5 – Oct 11		Chapter 7 – Telecommunications, the Internet, and Wireless Technology
	<i>Excel 2016</i>	Chapter 6 – What-If Analysis: Using Decision-Making Tools
Oct 12 – Oct 18	<i>Essentials of MIS</i>	Chapter 8 – Securing Information Systems
	<i>Excel 2016</i>	Chapter 7 – Specialized Functions: Using Date, Logical, Lookup, Database, and Financial Functions
Oct 19 – Oct 25	<i>Essentials of MIS</i>	Comprehensive Final Exam over <i>Essentials of MIS</i>
Oct 26 – Nov 1	<i>Excel 2016</i>	Chapter 8 – Statistical Functions
Nov 2 – Nov 8	<i>Excel 2016</i>	Excel Chapter 9 – Multiple-Sheet Workbook Management
Nov 9 – Nov 15	<i>Excel 2016</i>	Excel Chapter 10 – Imports, XML, and Power Add-Ins
Nov 16 – Nov 22	<i>Excel 2016</i>	Excel Chapter 11 – Collaboration and Workbook Distribution
Nov 23 – Nov 29	<i>Excel 2016</i>	Excel Chapter 12 – Templates, Styles, and Macros
Nov 30 – Dec 6	<i>Excel 2016</i>	Excel Assignments Review
Dec 7 – Dec 13	<i>Excel 2016</i>	Excel Assignment Due

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Sample Syllabus