

University of Tulsa
Tulsa, Oklahoma
Fall 2015

Management Information Systems
Lori N. K. Leonard, Ph.D.
HELM 313-B, (918) 631-2787
lori-leonard@utulsa.edu
<http://bus.collins.utulsa.edu/leonardln/>

Course Syllabus

MIS 2003: Introduction to Management Information Systems

(2:00-3:15 p.m. TTh – HELM 220)

Office Hours: 12:45-1:45 p.m. TTh; and by appointment

Course Objectives:

The objective of this course is to provide you with a good understanding of how computer-based management information systems (MIS) can be used to support management decision-making and to provide you with skills in database and spreadsheet applications. To accomplish this task, we will be examining many topics in MIS theory. In addition, we will be looking at both the applications of MIS in business organizations and the methodologies by which we plan, develop, and implement such applications.

Learning Objectives:

1. Ethical & Global Issues

- Multiple classes are devoted to studying ethical scenarios and the right to information. Topics include data mining, privacy, outsourcing positions, knowledge workers "knowing" too much, stages of making ethical decisions, expert systems, marketing in the international market, and future ethical implications of increased technological advances.
- Discussion of timelessness and locationless business and workers. Understanding the impact of the Internet on your company's globalized customer base and workforce.

2. Influence of Political, Social, Legal, Regional, Environmental, & Technological Issues

- Supporting Information Processing Tasks in an Organization
- Overview of Information Systems: GDSS, DSS, EI, IOS, TPS, and MIS
- Building Better Processes with Information Technology
- The Role of Information: Raw Material and Capital
- Environmental Impacts: Natural Disasters and Planning for them
- Information Partnerships - Learning to Share
- Legal Ramifications of a Virtual Office
- Skills in spreadsheet and database design

3. Basic Skills in Written & Oral Communication

- Team Presentations during multiple classes are used to facilitate discussions about ethical scenarios.
- Written Research paper

- Team Presentations during multiple classes are used to describe information systems and when to use them.
- Team Case Studies

4. Impact of Demographic Diversity on Organizations

- General coverage during several course sections through ethical and technological discussions.
Example: Increased workforce by using technology and the virtual office.
- Doing business in the global environment.
- Characteristics of Today's New Business: Forces (including globalizations)
- Coverage through practical application during team exercises by working with diverse team memberships.

Text: Haag, S., Cummings, M. and Phillips, A. (2013). *Management Information Systems for the Information Age*, 9th edition, McGraw-Hill-Irwin.

PowerPoint Lecture Slides: All lecture slides can be obtained from the course website (<http://bus.collins.utulsa.edu/leonardln/>). It is the student's responsibility to print the slides and bring them to class for note taking.

Class Procedures:

The teaching method for this course will include lecture/discussion, in-class case studies, and outside assignments. Video and computer demonstrations will be employed where appropriate. It is the responsibility of each student to "browse" the class website and read e-mail to receive course materials and updates. Changes to the course schedule are often announced during class. If a class is missed, it is the student's responsibility to find out about any changes.

Attendance Policy:

It is the student's responsibility to attend class. If a class is missed, it is the student's responsibility to obtain assignments, lecture notes, etc. from other students. Office hours are to be used to clarify material covered during class. Office hours are not to be used to "repeat" missed classes.

Technology Projects:

Two technology projects will be assigned this semester, one using a spreadsheet and one using a database. Each of these projects is to be completed individually or as a team. However, each student is responsible for mastering the required skills in order to be individually assessed during the technology exam. Project guidelines will be provided as needed. No questions will be answered **after 4:00pm the day before that project is due**. Refer to the tentative schedule for project due dates. You will be submitting your assignments via email. Always keep backup copies of the assignments you submit.

Examinations:

There will be four total exams. There will be two text/concept exams (one given during the semester and one given during the regularly scheduled final exam day/time) and two technology (lab) exams given during the semester. The concept exams will consist of a mixture of multiple choice, short answer, matching, and essay questions. The technology exams will be a hands-on assessment of spreadsheet and database concepts. There are no make-up exams, except in those cases mandated by University of Tulsa policy. You are expected to notify the instructor immediately if you become aware that you might have to miss an exam. This notification must be done prior to the scheduled exam. An unexcused absence from an exam will result in a score of zero. No books or notes will be allowed during any exams (except for those specified for the technology exams). Makeup exams will be similar to the actual exams but will not be the same.

Special Requirements:

Quizzes: Quizzes will be administered during the semester. These may or may not be announced or scheduled. The quizzes will be administered at the instructor's discretion. Students may not make-up any quizzes due to unexcused absences. All missed quizzes will result in a score of zero. Six quizzes will be administered at 10 pts. each, allowing the student to drop his/her lowest score for a total possible score of 50 pts. Makeup quizzes will be similar to the actual quizzes but will not be the same.

Assignments: All assignments will be assigned a date and time they are due. **EVEN ONE MINUTE LATE IS STILL LATE.** Late submission of assignments will be assigned a penalty of 50% for the period from the time the assignment was due until 48 hours after the deadline. After 48 hours have elapsed, no late work will be accepted. Missed assignments or work turned in after the final deadline will result in a score of zero. If you are going to be gone on a due date due to a university sponsored activity, you must turn your assignment in early.

Grades:

Final scores are tentatively computed as follows:		Grades will be assigned as objectively as possible, according to the following scale based on total points earned divided by total points possible (approximately 650):	
Quizzes	50	90% through 100% A	
Excel Project	75	80% through 89.9% B	
Access Project	75	70% through 79.9% C	
Excel Exam	75	60% through 69.9% D	
Access Exam	75	Below 60% F	
Text Exam 1	150		
Text Exam 2	<u>150</u>		
Total Points	650		

There will be no "Extra Credit" projects allowed for any students.

University Sponsored Activities:

Students involved in any university sponsored activity that requires their absence from class must notify me of their absence prior to him/her being gone. Also, all assignments due on the day(s) the student will be absent must be turned in prior to he/she being gone. University athletes, please provide me a copy of your sports' schedule. Because of the nature of our projects (duration, teamwork, etc.), you must turn them in before the deadlines if you are going to be

gone.

Disabilities Act:

Students with disabilities should contact the Center for Student Academic Support to self-identify their needs in order to facilitate their rights under the Americans with Disabilities Act and Amendments and set up appropriate accommodations. All students are encouraged to familiarize themselves with and take advantage of services provided by CSAS, including tutoring, academic counseling, and developing study skills. CSAS also provides confidential consultations to any student with academic concerns.

Student Academic Support:

All students are encouraged to familiarize themselves with and take advantage of services provided by the Center for Student Academic Support, such as tutoring, academic counseling, and developing study skills. The Center provides confidential consultations to any student with academic concerns as well as to students with disabilities.

Computing Practices:

All students are expected to follow University policies on computer use. Refer to the *Student Handbook* and familiarize yourself with the “Ethics Code and Policy for Computer Use”. You can also see the policy online by searching the TU CIR homepage.

Academic Dishonesty:

All students are expected to follow University policies on honesty and ethical behavior. Please obtain the pamphlet *Policies and Procedures Relating to Academic Misconduct in the Collins College of Business* and familiarize yourself with its contents. It can be found at: <http://www.utulsa.edu/academics/colleges/collins-college-of-business/Advising/Academic-Policies/Academic-Misconduct.aspx>. Copies are also available in HELM 215. At a minimum, any students observed cheating on an exam will receive a zero for the exam. At a minimum, students guilty of misconduct on all other projects will receive a zero for the project. At a minimum, second offenses will result in an “F” in the course. The Access and Excel projects are the only ones that may be done in teams.

Disclaimer:

Instructor may deviate from schedule.

Tentative Outline for MIS 2003 Fall 2015			
Wk #	Date	Topic	Reading / Due Dates
1	8/25	Syllabus	
	8/27	The Information Age in Which You Live: Changing the Face of Business; Computer Hardware and Software	Chapter 1; Extended Learning Module A
2	9/1	Chapter 1/ELM A continued	
	9/3	Major Business Initiatives: Gaining Competitive Advantage with IT	Chapter 2
3	9/8	IT Ethics	
	9/10	Protecting People and Information: Threats and Safeguards	Chapter 8
4	9/15	Decision Support and Artificial Intelligence: Brainpower for Your Business	Chapter 4
	9/17	Chapter 4 continued / Review for Text Exam 1	
5	9/22	Text Exam 1	Chapters 1, ELM A, 2, 8, 4
	9/24	Microsoft Excel	Extended Learning Module D
6	9/29	Microsoft Excel in Lab	Meet in HELM-100
	10/1	Microsoft Excel in Lab	Meet in HELM-100
7	10/6	<i>Guest Speaker</i>	
	10/8	Microsoft Excel in Lab – optional	Meet in HELM-100 <i>Excel Project DUE by noon on Oct. 9</i>
8	10/13	Excel Exam / Chapter 5	Exam in HELM-100
	10/15	Electronic Commerce: Strategies for the New Economy/ The World Wide Web and The Internet / Excel Exam	Chapter 5 and Extended Learning Module B Exam in HELM-100
9	10/20	Chapter 5 continued	
	10/22	Databases and Data Warehouses: Building Business Intelligence/ Designing Databases and Entity-Relationship Diagramming	Chapter 3 and Extended Learning Module C
10	10/27	Chapter 3/ELM C continued	
	10/29	Microsoft Access	
11	11/3	Microsoft Access	
	11/5	Microsoft Access in the Lab	Meet in HELM-100
12	11/10	Microsoft Access in the Lab	Meet in HELM-100
	11/12	Microsoft Access in the Lab	Meet in HELM-100 <i>Access Project DUE by noon on Nov. 13</i>
13	11/17	Access Exam / Chapter 6	Exam in HELM-100

	11/19	Systems Development: Phases, Tools, and Techniques / Access Exam	Chapter 6 Exam in HELM-100
14	11/24	<i>Thanksgiving Break</i>	
	11/26	<i>Thanksgiving Break</i>	
15	12/1	Chapter 6 continued	
	12/3	Enterprise Infrastructure, Metrics and Business Continuity Planning: Building and Sustaining the Dynamic Enterprise; and Review for Text Exam 2	Chapter 7
16	12/8	<i>Reading Day</i>	
17	12/17	<u>Final Exam (Text Exam 2)</u> Thurs., Dec. 17 – 1:00-3:25 p.m.	Chapters 5&B, 3&C, 6, 7