

# MIS 304 Using and Managing Information Systems

## Description of Course

Information systems use information technology to collect, create, and distribute useful data. They are firmly rooted in nearly all aspects of business. Every individual in business needs to understand enough about them to incorporate technology effectively into their enterprise. The content from MIS 304 will introduce you to many concepts of information technology in business and organizations.

## Course Objectives and Expected Learning Outcomes

At the conclusion of this course students should: (1) understand contemporary information systems, and how they are being used in innovative ways; (2) why information systems are so important and interesting; (3) how we can build, acquire, manage and safeguard information system; (4) have the capability to build essential information technology toolkit for audience with general business background.

## Locations and Times

MCCL 125

Summer II (07/11/2016 - 08/10/2016): 11:00 am - 12:45 pm

## Instructor Information

Instructor: Wenli Zhang

Email: [wenzhang@email.arizona.edu](mailto:wenzhang@email.arizona.edu)

Office: McClelland Hall 107

Office Hours: Wednesday, 2 - 3PM

Course web page: <https://blackboard.eller.arizona.edu/>

Piazza: <https://piazza.com/arizona/summer2016/mis304/home> (Q&As and discussions will be managed on a Piazza site controlled by the instructor.)

## Course Format

The course will be delivered using in-person lectures. Lab sections will be offered and the instructor encourages additional discussion on the topics introduced.

## Recommended Texts

J. Valacich and C. Schneider. 2016. Information Systems Today: Managing in the Digital World, 7th Edition. Pearson Education.

## Reading or Special Materials

Additional reading materials covered in class will be distributed by the instructor. All materials made available by the instructor or University of Arizona remain the property of the copyright holders. They are provided for the use of students in this course for the duration of the course, except as noted.

## Computer and Software:

Software for homework: Microsoft Office 2013 (Word, Excel, Access). All students in MIS 304 are expected to use Microsoft Office 2013 for **Windows**. Available at no cost through the campus licensing program: <http://uabookstore.arizona.edu/technology/campuslicensing/>

If a students use a Mac version of Office or an older version of Office on Windows, the student takes responsibilities for any issues or differences that may arise and the consequent loss in points. Students are free to use the computer lab, or use Boot Camp, or a virtual machine on their Mac.

Software for lab sessions: Notepad++ (optional) / Gephi / Rapidminer community version / Tableau public.

You will need a laptop for the lab sessions.

## Grading Policy

University policy regarding grades and grading systems is available at: <http://catalog.arizona.edu/2015-16/policies/grade.htm>

Requests for incompletes (I) and withdrawal (W) must be made in accordance with university policies, which are available at: <http://catalog.arizona.edu/2015-16/policies/grade.htm>.

## Grading

Grades are based on 5 written assignments, 6 lab sessions, two exams (midterm and final), one presentation of the case study, class attendance and overall in-class participation, and extra credit.

(1) Class attendance and overall participation: You should attend class and participate (in-class participation, ask and answer questions on piazza) regularly. Attendance will be taken at random. You are responsible for all material covered in class whether you are present or not.

(2) Assignments: We use Blackboard for assignment instructions and submission. Assignments are not accepted by email (i.e., will not be graded). An assignment template may be provided, you are expected to use it to avoid loss of points.

(3) Lab sessions: We will introduce state-of-art MIS technologies including web programming, cloud computing, business intelligence, data visualization and social network analysis tools.

(4) Exams: Exams will consist primarily of multiple-choice questions, true/false, and short-answer. Exams may include material discussed in lectures and related to homework assignments.

(5) Case study presentation: The case study presentation is designed to spark students' interest to explore why and how information systems have become central for managing in the digital world. Students will work on the case topics that they are interested in.

Students will have two choices for a case study presentation: (1) video presentation (2) in-class presentation.

(6) Extra credit: Often times in MIS domain, human effort is needed in the process of understanding theories behind system development. You will have the opportunities to support MIS research as experiment subjects and get extra credits. Extra credit must be earned, and is not given away. You can earn a total of 100 points extra credit over the semester.

<b>Component</b>	<b>Points</b>
Class attendance and participation	50
5 assignments	500
6 lab sessions	50
Midterm exam + Final exam	200
Case presentations	200
<b>Total</b>	1000
2 Extra Credit Projects x 50	(+100)

Numeric cutoffs for letter grades are based on the following scale:

<b>Letter Grade</b>	<b>Minimum points required</b>
A	900
B	800
C	700
D	600
Earning fewer than 600 points results in an E	

The points for assessments and lab sessions are weighted equally. Grades in MIS 304 are based only on your total points and are not "rounded up" when determining your final letter grade. Thus, an 899 is a "B", not an "A". If you think you might be a borderline grade, make sure you put in the effort to complete all assignments, extra credit, etc.

## Late Work Policy

As a rule, work will not be accepted late except in case of documented emergency or illness. You may petition the instructor in writing for an exception if you feel you have a compelling reason for turning work in late.

## Accessibility and Accommodations

It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Resources (520-621-3268) to establish reasonable accommodations. For additional information on Disability Resources and reasonable accommodations, please visit <http://drc.arizona.edu/>.

If you have reasonable accommodations, please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

## Code of Conduct

The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self: <http://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>

All students, instructors and teaching assistants in this course are expected to treat each other respectfully at all times. To foster a positive learning environment, students may not text, chat, make phone calls, play games, or surf the web during lecture and discussion. Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Students who continue to disrupt the class will be asked to leave the lecture and may be reported to the Dean of Students.

## Student Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog: <http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>.

In particular:

- Students may not discuss individual homework with anybody other than the instructors and teaching assistants.
- Students may not share individual homework solutions with anybody.

- Students may post questions to Piazza, but should refrain from posting solutions or partial solutions.
- Students may not seek individual homework help from anybody other than the instructors or teaching assistants.

If permitted, the use of open source or third party materials in student submissions must be clearly identified and credited. Assignment submissions must be substantially the work of the student who submits the work. Copyrights, legal, and regulatory restrictions must be respected.

Students who violate the Code should expect a penalty that is greater than the value of the work in question up to and including failing the course. A record of the incident will be sent to the Dean of Students office. If you have been involved in other Code violations, the Dean of Students may impose additional sanctions.

Please read the Eller College of Management policy (<http://ugrad.eller.arizona.edu/academics/standards/>), and the UA's Code of Academic Integrity (<http://deanofstudents.arizona.edu/academicintegrity/>). For further details on what constitutes cheating, the penalties that may result, and the procedures involved.

### Attendance Policy

The UA's policy concerning Class Attendance and Administrative Drops is available at: <http://catalog.arizona.edu/2015-16/policies/classatten.htm>.

The UA policy regarding absences on and accommodation of religious holidays is available at <http://deanofstudents.arizona.edu/policies-and-codes/accommodation-religious-observance-and-practice>

### Additional Resources for Students

UA Non-discrimination and Anti-harassment policy: <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

Student Assistance and Advocacy information is available at: <http://deanofstudents.arizona.edu/student-assistance/students/student-assistance>.

Confidentiality of Student Records: <http://www.registrar.arizona.edu/ferpa/ferpa-compliance>

### Statement of Copyrighted Materials

Please be advised that all lecture notes, lectures, study guides and other course materials disseminated, whether in class or online, are original materials and as such reflect intellectual property of the instructor or author of those works. All readings, study guides, lecture notes and handouts are intended for individual use. Individuals may not distribute or reproduce these materials for commercial purposes without the express written consent of the instructor.

Individuals who distribute these materials for any use other than their own are in violation of the University's Intellectual Property Policy ([http://www.ott.arizona.edu/uploads/ip\\_policy.pdf](http://www.ott.arizona.edu/uploads/ip_policy.pdf)). Violations of the instructors copyright may result in course sanctions and violate the Code of Academic Integrity.

### Subject to Change Statement

Information contained in the course syllabus may be subject to change with advance notice, as deemed appropriate by the instructor.

### Version

Revised: Jun 21, 2016