

# *The University of Southern Mississippi*

## **Introduction to Information Systems (MIS 300) – Spring 2011**

**Mission:** Our purpose is to provide a range of educational products, services, and resources that advances the careers of our students, faculty, and staff, and increases career opportunities in the regional business community. We accomplish our mission by building skills, fostering intellectual contributions, and promoting business growth and entrepreneurial activity.

**Vision:** To become the leading agent for career development in Mississippi and along the Gulf Coast.

### **Instructor Information**

**Name:** Dale L. Lunsford, Ph.D.

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**Phone:** (228) 214-3429

**Office:** Room 121, Business Complex, Long Beach

**Hours:** See website below for office hours; other times by advance appointment

**Website:** <http://www.is-education.com>

\* When you send me e-mail messages, include MIS 300 as part of the subject line and your full name in the text of the e-mail message.

### **General Course Information**

#### Description

An introduction to management information systems. (3 credit hours)

#### Course Prerequisites

Junior standing

#### Learning Objectives

This is a survey course. We will focus on breadth of coverage over depth of coverage; however, we will discuss technology topics from a technical perspective. Upon completion of this course, you should be able to:

- Identify and describe the major components of an information system.
- Identify and describe the major components of a database and database management system.
- Identify and describe data communications technologies, as well as Internet technologies.
- Describe ways organizations can utilize information systems in business.
- Describe ways organizations can utilize Internet technologies in business.
- Identify risks and security threats, and describes ways to address these risks and threats.

### Delivery Method

This course consists of two distinct components. The first component is a survey of information systems in a business setting. You will need to read the assigned chapters in the textbook prior to class and then we will cover the material using a combination of lecture and discussion. The second component is an introduction to Microsoft Excel and Microsoft Access. You will work through the SimPaths (tutorials) on the SimNet website, as well as pre-tests and post-tests covering the material.

### Required Textbook and Web Component

- Baltzan and Phillips, *Information Systems*, McGraw-Hill
- SimNet access code – bundled with textbook or available at [usm.simnetonline.com](http://usm.simnetonline.com).

### Materials

USB drive recommended for transporting files.

## Course Requirements

The following is a summary of the requirements for this course.

<b>Requirement</b>	<b>Estimated Points</b>
Examinations (2 midterms and comprehensive final (Bring a ScanTron form and #2 pencil)	300
SimNet Microsoft Access and Excel Tutorials	200
Unannounced Quizzes (if necessary)	?
<b>Total</b>	<b>500</b>

Actual points, by requirement and in total, may vary slightly.

### Examinations

You will complete two midterm examinations and one final examination. You are required to take each examination. The schedule lists examination dates. You are responsible for ensuring that you are in class and prepared to take each examination. If you arrive late, you will not have extra time to complete the examination. Each midterm examination will cover material since the previous examination. The final examination is comprehensive. Each examination may consist of a combination of questions, including true/false, multiple choice, fill-in, short answer, essay, as well as other types of questions. You will need a ScanTron sheet and #2 pencil for each examination.

### SimNet

Outside of class, you will work through Microsoft Access and Excel tutorials on the SimNet website. SimNet calls the tutorials SimPaths. For each SimPath, you will complete a pre-test, an interactive lesson, and a post-test. You must complete the SimPaths by the deadlines shown on the schedule; there are NO extensions if you do not complete them by the deadlines.

# Instructor Policies

## Grading Policies

### Assignment of Grades

I will compute your percentage grade as follows.

$$\text{Grade Percentage} = \text{Homework \%} + \text{Quiz \%}$$

A.....90 to 100%

C.....70 to < 80%

F .....< 60%

B.....80 to < 90%

D.....60 to < 70%

You must earn an average at least equal to the **BOTTOM** end of a grade range to receive that grade; in other words, you must earn a minimum of 90% for an A, 80% for a B, etc.

### Assignment Grading Appeals

*If you don't earn it, you don't deserve it.* If you believe your work is correct and you can support this belief using a logical argument, type an appeal that presents your argument for why your answer is correct. Give the appeal to me along with the graded assignment or examination no later than one week after I return the graded assignment or examination to the class. I will not accept verbal appeals. If you choose to argue an appeal verbally in class, you forfeit the opportunity to submit a written appeal.

### Review of Grades

You may see me in my office to check the points recorded in the grade book. I will not provide grade information over the phone or by e-mail. In compliance with the Family Educational Rights and Privacy Act (FERPA), I will generally only provide grade information to the student for whom the information applies, unless authorized by the student in writing to provide this information to another specifically designated person.

## General Policies

- *Behave in a professional manner during class.* Be on time for class sessions. Pay attention during class. Do not converse with others. Be respectful of others in class. Stay for the entire class session.
- *Excused absences* due to serious, substantially unavoidable emergencies (e.g., sickness or the death of a family member) require written documentation by a third party (e.g., medical doctor or funeral home) immediately upon your return to school to receive special consideration.

If you miss class because of an excused absence, bring the appropriate documentation with you to the next class that you are able to attend and meet with me to discuss an appropriate accommodation.

- If you miss class for any reason that does not qualify as an excused absence, you may not turn in your work late for credit, take an examination late, or be relieved from the examination requirement. You will receive a zero for the missed work.
- If you are going to be absent or you are absent on the day of a test, presentation, or other significant assignment, I encourage you to call me or send me an e-mail as soon as possible,

preferably in advance, informing me of the absence. Additionally, provide documentation as described above if the absence is a result of an emergency.

- If you are going to miss a class for a university-related activity, including participation at academic and athletic events, *you* are responsible for notifying me *in advance* and arranging to complete all work *in advance*. You must provide me with a written notice that includes the date to miss, the activity, and a faculty or staff contact person (with phone number).
- If you miss class for any reason, check the course website for any announcements or assignments.
- I announce assignments, test dates, etc. in class and on the course website. After I make the announcement, YOU are responsible for keeping track of the due date; I may not remind you of the due date after the initial announcement.
- Classes will meet as scheduled unless the University cancels classes because of inclement weather or other reasons, or I am unable to meet the class due to illness or a similar emergency. Check the USM website (<http://www.usm.edu>) and the course website for class cancellation announcements.
- In the event the University or I cancel a class session, I will cover the material scheduled for the cancelled class during the next class session. This includes examinations, presentations, etc.
- All assignments are due at the start of class in the manner specified in the assignment.
- I only answer e-mails written in clear, business-appropriate language. I do not attempt to decipher text-messaging shortcuts in e-mails; if you send an e-mail using text-messaging shortcuts, I will respond asking you to clarify your message.
- Only use computers during class for class-related activities.
- Do not talk on a cell phone or text message during class.

## **College of Business Policies**

### **Academic Integrity Statement**

As a course offered in the College of Business, all students enrolled in this course and the instructor will adhere to the CoB's Academic Integrity Policy. Students can access the policy directly at [http://www.usm.edu/business/students/acad\\_policy](http://www.usm.edu/business/students/acad_policy). Registration in this course automatically makes the College of Business Academic Integrity Policy applicable to the student.

### **ADA Statement**

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address: The University of Southern Mississippi  
Office for Disability Accommodations  
118 College Dr. #8586

Hattiesburg, MS 3940-0001

Voice: (601) 266-5024 or (228) 214-3232\*

Fax: (601) 266-6035

\*Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY)

Email: Suzy Hebert at Suzanne.Hebert@usm.edu.

### **Course Enrollment Statement**

It is the responsibility of each student to determine that he or she is appropriately enrolled in each course. Students are expected to confirm their registration in the selected courses prior to the last day to register for full-semester classes, the fifth class day of the semester.

The College of Business strictly enforces add/drop policies. Thus, students should not request to add classes after the fifth class day, except in extenuating circumstances (e.g., removal from class roll because of tuition/fees nonpayment), and under no circumstances after the last day to drop full-semester classes without academic penalty.

Students can drop a course on SOAR up to the last day to drop full-semester classes without academic penalty. After that date, students should not ask to drop a course except in extenuating circumstances (e.g., medical incapacity), and under no circumstances after the University withdrawal deadline.

Please refer to the academic calendar on the registrar's web page for dates pertaining to registration, course drop deadlines, and University withdrawal deadlines.

### **Grading Policy and Grade Review Policy Statement (USM Undergraduate Bulletin, 2008-2009)**

The instructor has the authority in his or her class over all matters affecting the conduct of the class, including the assignment of grades. Student performance should be evaluated according to academic criteria made available to all students within the first two weeks of each semester. Grades should not be determined in an arbitrary or capricious manner.

When a student disagrees with the final grade given by an instructor, fair play requires the opportunity for an orderly appellate procedure. A student must initiate the appeal procedure within 30 school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to the one in which the grade was awarded, or 120 calendar days after the issuance of spring semester grades, should the student not be enrolled during the summer term. The procedure assures due process for both the instructor and student. For policies and procedures governing grade review, contact the dean of the appropriate college or the Office of the Provost.

### **Student E-Mail Accounts**

Please be sure to set up your USM e-mail account. Even if you are using another e-mail account as your primary account, you should still activate your USM account and route it to your other primary account. The HELP desk (266-HELP; 266-4357) can assist you in doing this or you should be able to activate it through SOAR. The University is moving more toward e-mail notification for all types of issues and this will help to keep you informed about various deadlines and other things that may affect your academic career.

### Additional COB Policies

Please read the remaining COB policy statements on the COB website at the following address:  
[http://www.usm.edu/business/students/syllabus\\_statements.php](http://www.usm.edu/business/students/syllabus_statements.php)

You are responsible for knowing the content of the statements – ignorance of the policies is not a valid excuse.

## Policy Revisions

If necessary, I will post any changes to the syllabus, schedule, or course policies on the course website.

## SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

See course website for updates to the schedule.

Week	Date	Activities
1	1/20	Introduction to Course The World is Flat
2	1/27	Chapter 1 - Information Systems in Business
3	2/3	Chapter 2 - Strategic Decision Making
4	2/10	Chapter 3 - Ebusiness
5	2/17	Chapter 4 - Ethics and Informaiton Security
6	2/24	<b>Exam 1</b>
7	3/3	Chapter 5 - Enterprise Architectures
8	3/10	Spring Break
9	3/17	Chapter 6 - Databases and Data Warehouses <b>Excel SimPaths Deadline</b>
10	3/24	Chapter 7 - Networks, Telecommunications, and Mobile Technology
11	3/31	Chapter 8 - Operations Management and Supply Chain Management
12	4/7	Exam 2
13	4/14	Chapter 9 - Customer Relationship Management and Business Intelligence
14	4/21	Chapter 10 - Enterprise Resource Planning Systems and Collaboration Systems
15	4/28	Chapter 12 - Globalization, Innovation, and 21st Century Organizational Trends <b>Access SimPaths Deadline</b>
16	5/5	<b>Exam3</b>

You are responsible for keeping track of assignment due dates, examination dates, and other key dates.  
If you plan an activity that conflicts with class, you are solely responsible for resolving the conflict.