

MIS 301 - Information Technology in Business

Spring 2007 - Unique Number: 03575



Instructor Ms. Mei Lin – meilin@mail.utexas.edu
Information, Risk, & Operations Management (IROM) Dept.
Class time & location MWF 9-10am in UTC 4.122
Office CBA 5.334B
Office phone (512) 471-1671
Office hours TTh 10-11am and by appointment

Class email mis301sp07mei@gmail.com (for submitting *some* assignments)

Course Description

Information systems and communication technologies are central to the economic and social structures of our global society. They influence business processes, organizational structures, and the ways people do business, work, and communicate.

MIS 301 introduces the fundamentals of information technologies and the strategic opportunities and challenges emerging from these technologies. The course is based on the belief that business innovation is directly tied to a fundamental understanding of both management and technology concepts. Topics covered include using information systems (IS) for competitive advantage, databases, data communications and networking, local area networking and wireless local area networking, Internet technologies, enterprise systems (ERPs), customer relationship management systems (CRMs), supply chain management systems (SCMs), e-commerce, business intelligence and knowledge management, and IT security. While there is some introduction to hands-on technology, the real value that all McCombs majors gain from MIS 301 will come from understanding the strategic impact technology can have on how business is done and how information systems can add value to every aspect of the firm.

- Required Textbook** • *Using MIS* by David Kroenke – available at UT Co-op and online
Required Readings • *MIS 301 Course Packet* (Patton/Lin/Xue) available only at the University Co-op
Class Website • Announcements, assignments, course schedule, additional readings and other information are available on Blackboard (<http://courses.utexas.edu/>). Log in using your UT EID, and select **07S INFORMATN TECHNOL IN BUSINESS (03575)** to access course materials and check grades.

Grading:	Points
Midterm Exam 1	250
Midterm Exam 2	250
Final Exam	300
Homework, Quizzes & Free Writes	<u>250</u>
Total	1,050

In-Class Quizzes & Free Writes

As part of the homework grade, there will be a number of short multiple-choice or short essay quizzes on the assigned class readings and other class material. Some quizzes will be announced; some will not. Occasionally in class, we will also do “think and learn” free writing assignments. These assignments will NOT be graded for spelling, grammar or punctuation—simply for thoughtful completion. They will usually relate to assigned readings for the day, and you can expect to have several free writes during the semester. Some free writes will be announced; some will not. Because quizzes and free writes are related to class attendance, there are no make-ups if you miss class. **Recommendation for success on quizzes and free writes: read the chapter or article for the day on which it is due.**

Exams

There are three exams in MIS 301. Two are midterms, and the last is given during the final exam period. The final exam is not cumulative. Exams will combine multiple-choice and short essay format.

There are no make-up exams. If you miss a midterm exam for an extreme emergency, you can have the final exam grade count for both the missed midterm and final. That one exam will thus constitute a greater portion of your course grade. The extreme emergency must be approved by the instructor before the exam date. Counting one exam twice is a gutsy move and not recommended.

There are no "curves" on exam grades. If a curve is needed on the final course grades, it will be applied. If the class average is high, I will not curve. If the average is low, I will. I will not "curve down."

Microsoft Office Assignments

It is important to your future performance in the McCombs School of Business that you have basic skills in the Microsoft (MS) Office Suite of applications (Word, PowerPoint, Excel, and Access). My assumption is that many of you have the skills you need and the rest of you can learn them easily. Some assignments will be based on these skills, taught through lab tutorials. The MS Office Suite assignments are a small part of your homework grade. As part of the MIS Office learning process, you will do one Word, one PowerPoint, one Excel, and three Access database homework assignments.

IT Interview & Professional Speaker Memo Assignments

In the interview assignment, you will interview someone (preferably a relative) who has work experience that has been impacted by technology, and write a paper describing what you learned from the interview. For the industry speaker memo assignment, you will listen to a professional business speaker at UT and write a memo on how his or her company uses information technology.

Class Goals & Class Takeaways

Two assignments that bookend the semester are class goals and takeaways. The goals assignment is written early in the semester. The takeaways assignment is written at the end, and both are in short memo format. These assignments are designed to help you reflect on and thus deepen your learning in MIS 301.

Homework & Quizzes Late Policy

Homework and quizzes supplement and reinforce your learning. Homework is due at a specific time and day in the format specified.

- Homework handed in after the due time/day but during the next 24 hours will receive half credit.
- Homework handed in more than 24 hours after the due time/day will not be accepted.
- Quizzes are given in class; some are announced, others are not. Quizzes cannot be made up.
- Free write assignments cannot be made up, even if you miss them because you are late to class.

Attendance

I come to class—**on time**—and I expect you to do the same. Attendance will be taken periodically because it is helpful for me to know who is attending and who is not. In addition, you will learn more if you are in class daily to listen, take notes, and get your questions answered, especially since a number of exam questions are derived from lectures and class discussion. At the end of the semester, as a "bonus" for perfect attendance, I will change your lowest quiz or free-write grade to the maximum points available for that assignment. (There are no "excused" absences for the bonus).

Tape recorders & Laptop Policy

Please do not tape record during class unless you have a particular need. If you have a need, please discuss it with me in advance. If you use a laptop in class, I expect you to act like an adult – no email, IM, games, or any other use unrelated to the current lecture. Students using laptops during class are the top candidates for answering questions in class. And if you are caught breaking the rules stated above, you will no longer be allowed to bring your laptop to class. Please Use laptops at your own risk.

Drop Policy

If University policies permit, you may withdraw or drop this course with approval by the withdraw/drop deadlines set by the UT. In spring 2007, that deadline is February 12th. After the deadline, students who withdraw/drop the course receive a grade based on what they have earned in the course at that point.

Blackboard Use

Your use of Blackboard's email should be for **course-related messages only**; please see UT Austin Acceptable Use Policy. Messages such as selling football tickets and posting party invites are not considered course-related unless your instructor has specifically allowed this usage for his/her class. Violations of the UT Austin Acceptable Use Policy will be vigorously pursued. Violators may face disciplinary action including, but not limited to verbal warnings, negative impact on grades, or loss of email privileges. For information on reporting emails that you believe violate the policy, please see the UT Acceptable Use Policy site at http://www.utexas.edu/academic/blackboard/answers/email_abuse.html.

Scholastic Dishonesty Policy

I take this issue very seriously. **Any dishonesty—such as cheating, false representation, plagiarism, etc.—that comes to my attention will result in an F in the course.**

The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on an exam or other assignment, and submission of essentially the same written assignment for two different courses without the permission of faculty members. The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the Policy Statement on Scholastic Dishonesty for the McCombs School of Business. By teaching this course, I have agreed to observe all of the faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all of the student responsibilities described in that document. If the application of that Policy Statement to this class and its assignments is unclear in any way, it is your responsibility to ask me for clarification.

Policy on Scholastic Dishonesty: Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course an/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

Students should refer to the Student Judicial Services <http://www.utexas.edu/depts/dos/> or the General Information Catalog to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

Special Accommodations

Upon request, The University of Texas at Austin provides appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.

Information Privacy

Password-protected class sites, such as Blackboard, are available for all accredited courses taught at The University. Syllabi, handouts, assignments and other resources are types of information that may be available within these sites. Site activities could include exchanging email, engaging in class discussions and chats, and exchanging files. In addition, class email rosters are a component of the sites. Students who do not want their names included in these electronic class rosters must restrict their directory information in the Office of the Registrar, Main Building, Room 1, but you should know – **being anonymous makes posting and seeing grades challenging**. For information on restricting directory information, see <http://www.utexas.edu/student/registrar/catalogs/gi02-03/app/appc09.html>.