Course Syllabus
MIS 3210-M50 – Critical Thinking and Project Management
Spring Semester, 2016
3.0 Credit Hours

(Last updated: 01/17/16)

Instructor: Margaret R. Schultz, Ph.D.
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Office: FEC 148
Office Hours: Mondays, Wednesdays, Fridays: 10:15 to 11:30am

Class Meeting Times:
Meeting dates: January 19th to April 27th
Meeting times: No set meeting times

Course Overview:
The objectives of this course are to improve your ability to make decisions, solve problems, analyze data, and manage projects. To accomplish this objective, we will address several topics:

- Critical and analytical thinking
- Decision-making using a structured process and specific techniques
- Contemporary tools and techniques for data collection, storage, and analysis
- Using Microsoft Excel and other software tools to analyze data to derive useful information
- Project management tools, processes, and techniques

Pre-Requisites/Co-Requisites:
This is an upper-division required course for all FCBE majors. Lower division core courses must be completed before enrollment in this course is permitted.

Required Texts:


Course Objectives:
By successfully completing this course, you will:
- Improve your ability to think critically and analytically
- Improve your ability to make decisions using a structured process and specific techniques
- Increase your familiarity with data storage, processing, exploration and analysis techniques that are commonly used in business organizations
- Know how to use Microsoft Excel and other software tools to analyze data to derive useful information
- Improve your ability to manage projects using project management tools, processes, and techniques

Fogelman College: Learning Outcomes for Your Degree
This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA program:
http://www.fcbassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf

Instructional Methods:
- PowerPoint presentations
- In-class instructor-led lab assignments using Excel and other software tools

Grading methodology used to determine course grade:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 homework assignments</td>
<td>130</td>
</tr>
<tr>
<td>1 project management project</td>
<td>30</td>
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<tr>
<td>1 dashboard project</td>
<td>30</td>
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<tr>
<td>1 final exam</td>
<td>60</td>
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<tr>
<td>BIT Professional Enrichment Points (see pages 7-8)</td>
<td>10 (≈ 5%)</td>
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<tr>
<td>TOTAL</td>
<td>260</td>
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Final Letter Grades:
Your final letter grade is based on your overall average. Your overall average is calculated as the sum of all the points you earned on graded assignments divided by the total number of points possible. The letter grade is based on the following schedule:

Above 90% ................................................................. A
Above 80% but below 90% .................................................. B
Above 70% but below 80% .................................................. C
Above 60% but below 70% .................................................. D
Below 60% ....................................................................... F

Final Exam Schedule:
The final exam for this class will be posted as a QUIZ on eLearn on Monday, May 2nd from 10:30am to 11:30pm.
Course Policies:

E-mail:
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. It is your responsibility to check your inbox frequently and read all email messages from the course instructor.

Academic Conduct:
The University of Memphis has published rules and responsibilities regarding academic conduct. In addition, the Fogelman College of Business and Economics has its own published guidelines on academic integrity. You are expected to follow these rules and guidelines. Incidents of violations will be reported to the Office of Student Conduct.

Specific rules to be emphasized regarding academic conduct in this course:

- All homework assignments are individual assignments and each person is expected to create their own files and do their own work. However, in some cases, you are permitted to discuss homework assignments with other students in your discussion group using the eLearn Discussion Forums before completing the assignment. But if you turn in another student’s assignment as your own, you will receive a score of 0 on that assignment.
- You are expected to turn in your assignments on time. The due dates for assignments are provided on the weekly schedule (below). Five points will be deducted for each day that an assignment is late. Late assignments must be turned in to the late assignment drop box on elearn.

Weekly Schedule:
- See next page.

BIT Professional Enrichment Program
- See pages 5 & 6
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading Assignment</th>
<th>Homework Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1: Jan 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Review Syllabus • TH #1: Course objectives and introduction to thinking skills • TH #2: Reasoning</td>
<td>Critical Thinking- Wikipedia excerpts</td>
<td>HW #1: Quiz on eLearn (5 MC questions on reasoning)</td>
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<td>WEEK 2: Jan 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>KT #1: KT Problem Analysis (PA) and Root Cause Analysis (RCA)</td>
<td>KT-chapters 1-3 • Decision Making Wikipedia excerpts • How to be a thinking organization</td>
<td>HW #2: Athlete’s Foot Pt 1 (critique decision process) • HW #3: RCA</td>
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<tr>
<td>WEEK 3: Feb 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>KT #2: KT Decision Analysis (DA) • KT #3: KT Potential Problem Analysis (PPA)</td>
<td>KT-chapters 4-6</td>
<td>HW #4 – DA (Who to hire) • HW #5 – DA (Where to live) • HW #6 – PPA (Wedding)</td>
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<td>WEEK 4: Feb 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>KT #4: KT Situation Analysis • EX #1: Creating pivot tables with EXCEL</td>
<td>KT-chapter 7</td>
<td>HW #7: Athlete’s Foot – Part 2 - create pivot tables • HW #8: Athlete’s Foot Report</td>
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<td>WEEK 5: Feb 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>EX #2: Pro-forma income statement, breakeven analysis, what-if analysis with EXCEL (Patty’s Pie shop case) • EX #3: Scenario analysis &amp; goal seek with EXCEL</td>
<td>Data Analysis techniques – Wikipedia excerpts</td>
<td>HW #9: tequila case, create pro-forma income statement • HW #10: Conduct breakeven and what-if analyses, write recommendation</td>
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<td>WEEK 6: Feb 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>EX #4: Creating visualizations for displaying quantitative data using EXCEL • DA #1: Introduction to data visualization, dashboards, and KPIs • DA #2: Introduction to big data: storage systems, mining, and data exploration techniques</td>
<td>HW #11: Quiz on data analytics (posted as Quiz on eLearn)</td>
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<td>WEEK 7: Feb 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>DA #3: Watson Analytics - data exploring • DA #4: Watson Analytics- dashboard building</td>
<td>Dashboard project</td>
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<td>WEEK 8: Mar 7&lt;sup&gt;th&lt;/sup&gt;, 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Spring Break – the University is closed (Saturday thru Sunday)</td>
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<td>WEEK 9: Mar 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Work on dashboard project</td>
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<td>WEEK 10: Mar 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>PM #1: Intro to Project Management • PM #2: Project Initiation &amp; Planning • PM #3: Project Scheduling</td>
<td>PM text: chapters 1-9</td>
<td>Dashboard project is due!</td>
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<td>WEEK 11: Mar 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>PM #4: Scheduling Options • PM #5A: How to do the big project and how to use MS Project • PM #5B: Download &amp; install MS Project • Explanation of Big Project</td>
<td>PM text: chapters 10-15</td>
<td>HW #12: Drawing an Activity Network Diagram – quiz on eLearn</td>
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<td>WEEK 12: Apr 4&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Work on big project</td>
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<tr>
<td>WEEK 13: Apr 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>PM #6: Estimating Project Costs • PM #7: Resource optimization</td>
<td>Big Project is due • HW #13 – Resource Optimization QUIZ</td>
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<tr>
<td>WEEK 14: Apr 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Review practice final exam</td>
<td>Take practice final exam (ungraded quiz on elearn)</td>
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<td>WEEK 15: Apr 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>No presentations or new assignments</td>
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<tr>
<td>Final Exam Week</td>
<td>Final Exam</td>
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The BIT Professional Enrichment Program

BIT Points

The department of Business Information & Technology (BIT) – formerly MIS – has initiated a new program for all students enrolled in MIS 2749 and MIS 3210. It is the BIT Professional Enrichment program. The purpose of the BIT Professional Enrichment Program is to encourage you to participate in extracurricular events and activities that offer learning opportunities about business careers or that enhance your personal and professional competencies (e.g., reliability, honesty, integrity, being positive, supporting others, etc.)

The program works like this: you select and attend professional development events. In most cases, each event is worth 1 point. If you attend at least three events over the course of the semester, you will earn the maximum number of BIT points (10).

Procedure to Earn BIT Point Credits:

1. Identify organizations that may be hosting events related to your major (such as the FCBE Complete Professional Program, registered student organizations, industry professional groups). Review the organization’s calendar of events and select one or more that interests you.
2. Prior to attending an event, obtain a copy of the Event Attendance Verification Form, found below.
3. If the event is NOT on the list of pre-approved events (see below), you will need your instructor’s preapproval to get BIT point credit for attending the event. Ask your instructor to sign the form before the event to indicate approval.
4. Attend the event. After the event, ask the event sponsor representative (e.g., Kathy Tuberville, or whoever is running that event) to sign the form to verify attendance.
5. Turn in the signed form to your course instructor.

Notes:
- You are required to remain at the event for its entire duration to receive credit.
- It is your responsibility to discover, select, and register for events. It is also your responsibility to complete and turn in the Event Attendance Verification Form.
- Some events require pre-registration and/or have eligibility requirements. It is your responsibility to comply with the sponsoring organizations requirements for attendance.
- Events that are two hours count for seven BIT points; events that are three hours are more count for all 10 BIT points.
Pre-approved events (that do NOT require your instructor’s signature in advance):

1. Any event/program hosted by the Complete Professional Program including but not limited to (earn one point per session) (for more information see: http://www.memphis.edu/professional/index.php):
   Programs of three sessions:
   - Accounting Careers of Tomorrow
   - Futures in Finance
   - Moving into Management
   - Professionalism First!
   - Technology Careers In Business
   Programs with a series of single sessions:
   - Against All Odds Luncheons (speaker/lunch)
   - Fogelman Serves (volunteer opportunities)
   - Women in Action (female guest speakers)
   Programs with one-time sessions:
   - Toastmaster’s meetings
   - Business Etiquette Dinner
   Other Programs:
   - Peer Power
   - Others, see web site and visit the Avron B. Fogelman Professional Development Center

2. Professional-development events hosted by any of the following registered student organizations (for more information contact the associated department’s main office):
   - Association for Management Information Systems (AMIS) (in Business Information & Technology, formerly MIS)
   - Alpha Kappa Psi (in Graduate Programs Office)
   - Beta Alpha Psi (in Accounting, Finance, or Business Information & Technology)
   - Financial Management Association (in Management)
   - International Business Student Organization (in Management)
   - SHRM (in Management)
   - Student Marketing Association (in Marketing and Supply Chain Management)
   - Supply Chain Management Student Association (in Marketing and Supply Chain Management)

Other events may be eligible for credit with instructor pre-approval. For example:
- Meetup groups related to a business profession (e.g., Java Users Group)
- Professional organization meetings (e.g., Project Management Institute Memphis Chapter, Society of Information Management Memphis Chapter, etc.)
- techCamp (at Southwest Community College – on November 7th, 2015)