

**The University of North Carolina at Greensboro**  
**Bryan School of Business and Economics**  
**Department of Information Systems and Supply Chain Management**

**ISM 280-01 Information Systems in Organizations Spring 2021**

<b>Instructor</b>	Ms. Apoorva Patipati Ramesh
<b>Email</b>	apramesh@uncg.edu (email is the best way to communicate)
<b>Office</b>	440 Bryan Building
<b>Class Times (virtual)</b>	TBD
<b>Office hours (virtual)</b>	By <u>Appointment</u> Click here to make an appointment: <a href="https://calendly.com/apramesh">https://calendly.com/apramesh</a>

**CATALOG DESCRIPTION**

Fundamentals of information systems needed to achieve organizational, operational, informational, technological, managerial, and innovative functions are discussed. Evolving role of information systems in achieving and maintaining competitive advantage is evaluated.

Prerequisite: ISM 110 or equivalent

**COURSE OBJECTIVES**

Upon completion of this course, students should be able to:

1. Identify the roles that information systems play in organizations and describe how organizations use information systems in implementing competitive strategies;
2. Describe and distinguish among components of a firm's value chain, application of information systems and innovation;
3. Explain and describe information technologies used by modern business organizations (TPS, databases, LANS and telecom);
4. Explain the role of information technology in process and product innovation.
5. Explain and apply concepts related to managing people, processes and information systems in organizations;
6. Explain concepts related to managing information resources and innovation in a business enterprise;
7. Discuss examples of different website information architectures and explain the importance of usability and accessibility related to information systems;
8. Explain how IT supports business decisions including web analytics, dashboards, portals and Web 2.0 technologies;
9. Explain legal and ethical issues related to use of information systems in business organizations;
10. Explain several Enterprise Systems including: Finance, Human Resources, Supply Chain, Customer Relations and Enterprise Resource Management.

## REQUIRED TEXTBOOK AND MATERIALS

### Required Learning Resources:

Pant, S. (2020). *Information Systems, A Decision-Making Approach. 1<sup>st</sup> Edition.* + Knowledge Varsity Portal Access Code

### Required Access to Knowledge Varsity Portal

You may purchase the required access code to the Knowledge Varsity portal from UNCG Bookstore (<http://uncg.bncollege.com>) or directly from the Knowledge Varsity Press Website. Here are your options:

1. eText + Access Code. ISBN - 9781935160236 (Available Through [UNCG Bookstore](#)).
2. Direct purchase from Knowledge Varsity Press Website: <https://knowledgevarsitypress.com/ism280>

*(Note: The access code includes the e-textbook, chapters of which can be found in relevant modules on Canvas)*

## ADDITIONAL REQUIREMENTS

- **Canvas Course:** UNCG username and password are required for students to access Canvas Course page and to login to the assignment portal.
- **Internet:** Students should have Reliable and High-Speed Internet connection
- **Device:** Students should have a laptop or a desktop. You **must not** use Chromebooks, Tablets or Smartphones as they do not support the course assignments.
- **MS Office 365** – download from UNCG website for free [HERE](#). Ensure that the desktop version is downloaded to your device. Assignments cannot be completed in the online version.
- **Web-browsers:** Chrome (preferred), Firefox or Safari -- do not use Internet Explore.
- **Backup Files:** Do not use Google Drive to back up your MS Excel files. Google Drive compresses files which will remove the embedded information resulting in grading errors.

## iSPARTAN ACCOUNT (EMAIL)

Most communication will be done through email. You are expected to check your iSpartan email *at least once daily*.

Email communication between students and faculty is considered professional correspondence. Therefore, students are required to adhere to professional email format for every email sent to their professor/instructor or other UNCG related emails.

If you contact me via email, you must follow these guidelines:

**UNCG email:** Use only your UNCG email when emailing your instructor.

**SUBJECT LINE:** the subject line **must** include your **course#** and **section#** in the subject of the email.

\* example: ISM-280-01 (you must include your course & section#)

**EMAIL BODY:** clearly state your problem and include the name of the related assignment. Use proper grammar, spelling and paragraph structure. Check your email for spelling errors before sending.

**SCREEN SHOT OF IMAGE:** Include a screen shot of the issue -- *do not send an image or picture taken with a cellphone. Cellphone images are not clear enough to diagnose the problem.*

Use the Snipping Tool application or [Print Scr] and attach the screenshot to your email.

**SIGNATURE:** include your full name as it appears in Canvas.

**RESPONSE TIME:** You should not expect an immediate response from the instructor. Please keep in mind that in addition to classroom hours, all faculty have additional obligations throughout the day and we will respond to your email as quickly as possible.

### **KNOWLEDGE VARSITY PORTAL ACCESS \* VERY IMPORTANT! (ACCESS THROUGH CANVAS COURSE)**

- LOGIN TO CANVAS – select your ISM-280 course
- Once you are registered on the Knowledge Varsity portal, you can access all the assignments through the respective Canvas modules.
- Assignments can be downloaded to your computer / laptop, worked on and be submitted by clicking on appropriate links as published on Canvas. More instructions will be provided as the course progresses.

### **INSTRUCTIONAL METHODOLOGY AND ASSESSMENT**

This class will be based on readings, quizzes, assignments and tests. Student performance will be assessed using quizzes, tests and Excel projects. This is a paperless class – most materials will be distributed, and all tests and assignments will be collected electronically. Feel free to keep notes in any format convenient to you.

All the materials will be made available as per the schedule published. There will be *weekly class meetings* to provide students an opportunity to receive additional instruction on subject matter or questions assigned as homework. It is the responsibility of the students to seek clarification from the instructor to understand challenging topics. This class time can also be utilized to complete the assigned exercises.

### **ASSIGNMENTS AND GRADE COMPONENTS**

There are four components of the final grade. They are:

#### **1. Quizzes (20%):**

There will be 8 quizzes over the course of the semester, each worth 25 points. The total weightage is 20% of the final grade.

#### **2. Excel Exercises (40%):**

Excel Exercises are periodically assigned throughout the semester. There will be 8 such projects which must be completed within a week. You will have multiple attempts for these assignments. However, feedback on assignments turned in by midnight will not be available until noon the following day. Therefore, assignments turned in by Thursday midnight shall have one opportunity for resubmission, and assignments turned in by Wednesday midnight shall have an opportunity for two resubmissions and thus forth. For any assignment submitted on or after Friday, the feedback necessary for resubmission will not be available before the final deadline. The final deadline for submission is at 11:59pm on the Sunday of that week. Final grades will be available on Canvas the following Wednesday.

### 3. Tests (20%):

There will be two tests in the semesters. They will each cover roughly half the course content. These will be administered via Canvas. The tests will be kept open for a span of 24 hours and only one attempt will be allowed for each test. More details will be provided during the semester.

### 4. Final Exam (20%):

The final exam will be administered through Canvas. You will have 2 attempts to complete the final exam. The final exam will be open for 48 hours and will cover all the chapters.

## PERFORMANCE EVALUATION / GRADING

Requirements	Weightage	Number of submissions	Points per submission	Points
Quizzes	20	8	25	200
Excel Exercises	40	8	50	400
2-Tests	20	2	100	200
Final Exam	20	1	200	200
<b>TOTAL</b>	<b>100</b>			<b>1000</b>

Your letter grade will be based on the following distribution: Grades are truncated, not rounded.

Points	Grade	Points	Grade	Points	Grade	Points	Grade
980-1000	A	880-899	B+	780-799	C+	680-699	D+
930-979	A	830-879	B	730-779	C	630-679	D
900-929	A-	800-829	B-	700-729	C-	600-629	D-
						< 600	F

## COURSE SCHEDULE (Tentative and subject to changes)

Week	Dates	Topic	Assignments due that Sunday
1	19 Jan - 24 Jan	Chapter 1: Information, Systems and Decision Making Chapter 10: Referencing in Spreadsheets	-
2	25 Jan - 31 Jan	Chapter 11: Functions in Spreadsheets	Excel 1 Assignment
3	1 Feb - 7 Feb	Chapter 2: Foundational Data Processing Concepts Chapter 12: Visualization in Spreadsheets	Excel 2 Assignment Chapters 1+2 Quiz
4	8 Feb - 14 Feb	Chapter 13: Rearranging and Selective Viewing of the Data Chapter 14: Time Value of Money	Excel 3 Assignment
5	15 Feb - 21 Feb	Chapter 3: Introduction to Databases Chapter 15: Pivot Tables	Excel 4 Assignment
6	22 Feb - 28Feb	Chapter 3: Introduction to Databases (contd.)	Chapter 3 Quiz

7	1 Mar - 7 Mar	Chapter 4: Networking Concepts	Chapter 4 Quiz
8	8 Mar - 14 Mar	Chapters 1-4	Test 1
9	15 Mar - 21 Mar	Chapter 5: Information Systems Strategy and Planning	Chapter 5 Quiz
10	22 Mar - 28 Mar	Chapter 6: Information Systems Innovations	Excel 5 Assignment Chapter 6 Quiz
11	29 Mar - 4 Apr	Chapter 7: Information Systems Project Management	Excel 6 Assignment Chapter 7 Quiz
12	5 Apr - 11Apr	Chapter 8: Information Systems Security and Ethics	Excel 7 Assignment Chapter 8 Quiz
13	12 Apr - 18 Apr	Chapter 9: Strategy and the Internet	Excel 8 Assignment Chapter 9 Quiz
14	19 Apr - 25 Apr	Chapters 5-9	Test 2
	28 Apr	Last day of classes	
	29 Apr	Reading Day	
Finals week	30 Apr - 6 May	Chapters 1-16	Final Exam (date TBD)

### COVID-19 INFORMATION

As UNCG returns to face-to-face course offerings in spring 2021, the campus community must recognize and address concerns about physical and emotional safety. As such, all students, faculty, and staff are required to uphold UNCG's culture of care by actively engaging in behaviors that limit the spread of COVID-19. Such actions include, but are not limited to, the following:

- [Wearing a face covering that covers both nose and mouth](#)
- Observing [social distance](#) in the classroom
- Engaging in proper hand washing hygiene when possible
- [Self-monitoring for symptoms of COVID-19](#)
- Staying home if you are ill
- Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

Instructors will have seating charts for their classes. These are important for maintaining appropriate social distance during class and facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seat at every class meeting and must not move furniture. Students should not eat or drink during class time.

A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking and social distancing requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow these basic requirements to uphold standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and social distancing requirements.

For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to class participation and/or activities as needed. Instructors or the student may also contact [OARS](mailto:OARS@uncg.edu) (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations.

Health and well-being impact learning and academic success. Throughout your time in the university, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at <https://shs.uncg.edu/> or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. For undergraduate or graduate students in recovery from alcohol and other drug addiction, The Spartan Recovery Program (SRP) offers recovery support services. You can learn more about recovery and recovery support services by visiting <https://shs.uncg.edu/srp> or reaching out to [recovery@uncg.edu](mailto:recovery@uncg.edu).

## POLICY STATEMENTS

### **Academic Integrity:**

UNCG Academic Integrity statement can be found here: <https://osrr.uncg.edu/academic-integrity/>

### **Faculty and Student Guidelines**

UNCG Faculty and student guidelines are be found here: <https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf>

### **Electronic Mail and Canvas Accounts**

You should check your UNCG email and Canvas course link regularly as I may send email updates or add new info on Canvas on an ongoing basis. You will be responsible for any information or announcements contained in the email messages or updates on Canvas.

### **Student Code of Conduct:**

The UNCG Student Code of Conduct can be found here: <https://osrr.uncg.edu/wp-content/uploads/2019/07/Student-Code-of-Conduct-12-3-18-2.pdf>

### **Accessibility policy**

UNCG accessibility policy can be found here: <https://ods.uncg.edu>

## DISABILITY SERVICES

If you have a learning or physical disability, please contact the UNCG Office of Disability Services in Suite 208 EUC. The Disability office will contact your instructor once your request is approved. You must make arrangements for special accommodations for each and every test in advance of the scheduled test date. Please provide your instructor at least a 48-hour notice when requesting testing accommodations.