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

ISM 280-05 Information Systems in Organizations Spring 2022

<table>
<thead>
<tr>
<th>Professor</th>
<th>Dr. Prashant Palvia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:pcpalvia@uncg.edu">pcpalvia@uncg.edu</a></td>
</tr>
<tr>
<td>(email is the best way to communicate)</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>426 Bryan Building</td>
</tr>
<tr>
<td>Class Times (virtual)</td>
<td>TBD</td>
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<tr>
<td>Office hours (virtual)</td>
<td>By appointment only. Please send me an email to make an appointment.</td>
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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;
REQUIRED TEXTBOOK AND MATERIALS

Required Learning Resources:

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:

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 a 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 Explorer.
- 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, i.e., ISM-280-05.

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: If necessary, 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. As needed, there will be a **weekly class meeting on Zoom** 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. *The first meeting is on Tuesday, January 11, 2022, from 12 noon to 1 PM.*

**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

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Weightage</th>
<th>Number of submissions</th>
<th>Points per submission</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>20</td>
<td>8</td>
<td>25</td>
<td>200</td>
</tr>
<tr>
<td>Excel Exercises</td>
<td>40</td>
<td>8</td>
<td>50</td>
<td>400</td>
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<tr>
<td>2-Tests</td>
<td>20</td>
<td>2</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20</td>
<td>1</td>
<td>200</td>
<td>200</td>
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<tr>
<td>TOTAL</td>
<td>100</td>
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Your letter grade will be based on the following distribution: Grades are truncated, not rounded.

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<th>Points</th>
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</tr>
</thead>
<tbody>
<tr>
<td>980-1000</td>
<td>A</td>
<td>880-899</td>
<td>B+</td>
<td>780-799</td>
<td>C+</td>
<td>680-699</td>
<td>D+</td>
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<tr>
<td>930-979</td>
<td>A</td>
<td>830-879</td>
<td>B</td>
<td>730-779</td>
<td>C</td>
<td>630-679</td>
<td>D</td>
</tr>
<tr>
<td>900-929</td>
<td>A–</td>
<td>800-829</td>
<td>B–</td>
<td>700-729</td>
<td>C–</td>
<td>600-629</td>
<td>D–</td>
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<tr>
<td>&lt; 600</td>
<td>F</td>
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COURSE SCHEDULE (Tentative and subject to changes)

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Assignments due on Sunday at 11:59PM</th>
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</thead>
</table>
| 1    | 10 Jan - 16 Jan | Chapter 1: Information, Systems and Decision Making  
Chapter 10: Referencing in Spreadsheets | -                                    |
| 2    | 17 Jan - 23 Jan | Chapter 11: Functions in Spreadsheets                       | Excel 1 Assignment                  |
| 3    | 24 Jan - 30 Jan | Chapter 2: Foundational Data Processing Concepts  
Chapter 12: Visualization in Spreadsheets                   | Excel 2 Assignment  
Chapters 1+2 Quiz                                        |
<table>
<thead>
<tr>
<th>Date</th>
<th>Events/Assignments</th>
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</thead>
</table>
| 4          | 31 Jan - 6 Feb  
Chapter 13: Rearranging and Selective Viewing of the Data  
Chapter 14: Time Value of Money  
Excel 3 Assignment |
| 5          | 7 Feb - 13 Feb  
Chapter 3: Introduction to Databases  
Chapter 15: Pivot Tables  
Excel 4 Assignment |
| 6          | 14 Feb – 20 Feb  
Chapter 3: Introduction to Databases (contd.)  
Chapter 3 Quiz |
| 7          | 21 Feb – 27 Feb  
Chapter 4: Networking Concepts  
Chapter 4 Quiz |
| 8          | 28 Feb - 5 Mar  
Chapters 1-4  
Test 1 |
| 9          | 6 Mar – 13 Mar  
SPRING BREAK  
- |
| 9          | 14 Mar - 20 Mar  
Chapter 5: Information Systems Strategy and Planning  
Chapter 5 Quiz |
| 10         | 21 Mar - 27 Mar  
Chapter 6: Information Systems Innovations  
Excel 5 Assignment  
Chapter 6 Quiz |
| 11         | 28 Mar - 3 Apr  
Chapter 7: Information Systems Project Management  
Excel 6 Assignment  
Chapter 7 Quiz |
| 12         | 4 Apr – 10 Apr  
Chapter 8: Information Systems Security and Ethics  
Excel 7 Assignment  
Chapter 8 Quiz |
| 13         | 11 Apr - 17 Apr  
Chapter 9: Strategy and the Internet  
Excel 8 Assignment  
Chapter 9 Quiz  
Test 2 |
| 14         | 18 Apr - 24 Apr  
Chapters 5-9  
Reading Day |
| 14         | 27 Apr  
Last day of classes |
| 14         | 28 Apr  
Reading Day |
| Finals week| 29 Apr - 5 May  
Chapters 1-16  
Final Exam (date TBD) |

**COVID-19 INFORMATION**

As we return for spring 2022, 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. These actions include, but are not limited to:

- **Following face-covering guidelines**
- Engaging in proper hand-washing hygiene
- Self-monitoring for symptoms of COVID-19
- Staying home when 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
- Completing a **self-report** when experiencing COVID-19 symptoms, testing positive for COVID-19, or being identified as a close contact of someone who has tested positive
- Staying informed about the University's policies and announcements via the [COVID-19](#) website

Instructors will have seating charts for their classes. These are important for facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seats at every class.
meeting. Students may move their chairs in class to facilitate group work, as long as instructors keep seating chart records. 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 are also available for purchase in the UNCG Campus Bookstore. Students who do not follow masking requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow the basic 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 other 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 (336.334.5440) who, in consultation with Student Health services, will review requests for accommodations.

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:

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.