



## University of International Business and Economics International Summer School

### CMP 410 Management Information Systems

**Term:** July 2 – August 2, 2018

**Instructor:** Dr. Xiaodan Yu, Associate Professor of Information Systems

**Home Institution:** University of International Business and Economics

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**Class Hours:** Monday through Thursday, 120 minutes each day

**Office Hours:** via email anytime and by appointment for an in-person meeting

**Discussion Session:** 2 hours each week

**Total Contact Hours:** 66 contact hours (45 minutes each)

**Credit:** 4 units

#### **Course Description:**

This course is designed to give you an introduction to organizations and the role that information and information systems play in supporting an organization's operations, decision-making processes, quality management, and strategic activities. The course also provides an introduction to the management of the information systems function, the strategic and regulatory issues of telecommunications, and ethical and legal issues related to information systems.

#### **Prerequisite:**

Familiarity with common personal computer software tools; access to electronic mail and the World Wide Web.

#### **Course Goals:**

Upon completion of the course, you should be able to:

- Understand the role of information systems, their exciting potential, and the associated challenges in today's competitive and global business environment
- Understand the diversity of information systems and networks in the enterprise
- Understand information systems, organizations and management models, and their impact on the decision-making process
- Understand how Internet technology, electronic commerce, and electronic Web-based systems have transformed organizations, business models, supply chains and quality
- Understand ethical and social issues related to information systems
- Understand the technical foundations of information systems, including infrastructure, databases, telecommunications, and security and control
- Understand capabilities of database management systems and relational DBMS.
- Have a basic understanding of networks, including the Internet
- Understand the business value of systems and technology
- Understand how organizations can use a variety of systems for managing knowledge, enhancing decision making, and collaborating

- Understand the overall process of systems development, including phases and techniques for systems analysis, design, implementation, and project management
- Appreciate the global dimensions of information systems and organizations

### Required Textbook:

Management Information Systems - Managing the Digital Firm, 12th Edition, Kenneth C. Laudon & Jane P. Laudon, Prentice Hall, 2012.

Additional readings may be provided as announced during the semester.

### Grading Policy:

Your final grade in the course will be determined as follows:

Exam 1	15%
Exam 2	15%
Final Exam	20%
Hands-on Projects	20%
Class Participation	15%
Group/Term Project	15%
Total	100%

### Class Participation

You are expected to participate actively in class discussions. This involves reading the assigned one or more chapters of the textbook and sometime additional materials, becoming familiar with the topic of discussion, and contributing your knowledge and analysis to each discussion topic. In general, class participation will be assessed through three means: 1) class attendance and active in-class and after class discussion; 2) quiz; and 3) assessments.

### Hands-on Projects

There will be four hands-on projects prepared to familiar you with the necessary IT/S tools in contemporary organizations management (5% for each of the four projects). The objectives of these four hands-on projects are:

- 1) learning how to document and analyze business processes with Microsoft Visio,
- 2) learning how to design relational DBMS and using SQL to do basic querying and reporting with Microsoft Access,
- 3) learning how to improve decision makings with Microsoft Excel,
- 4) learning how to improve project management with Microsoft Project.

### Group/Term Project

The group project allows you to combine your growing expertise in information technology and business development with your creative, research, and problem-solving skills. You will work in a team of four to five students to create a business plan for an Internet-based electronic commerce enterprise. A detailed "Guidelines for Group Project" will be available in a separate document. The group project will be assessed through both a complete e-commerce business plan and an oral group presentation of the business plan.

## Exams

There will be three examinations. Two exams will be given during the semester as well as a final exam. The exams will cover all parts of the course, including assignments, assigned readings, and the textbook. The exam questions will examine your ability to apply core concepts that you have learned in the course. Exams will consist of objective questions (i.e., true-false, multiple-choice, matching) and subjective questions (i.e., short and long essays) to test your understanding of the content of the course. In addition, there will be essay questions to assess your ability to use and apply the knowledge that you have gained during the semester to a specific case or situation.

## Grading Scale:

Assignments and examinations will be graded according to the following grade scale:

<b>A</b>	90-100	<b>C+</b>	72-74
<b>A-</b>	85-89	<b>C</b>	68-71
<b>B+</b>	82-84	<b>C-</b>	64-67
<b>B</b>	78-81	<b>D</b>	60-63
<b>B-</b>	75-77	<b>F</b>	below 60

## Class Rules:

### Cheating

Most students are well aware of the fact that asking for assistance or using non-sanctioned materials for an in-class, closed book exam is cheating. However, the use of non-approved resources on homework or other class assignments is also considered cheating. Asking for and receiving help for an individual assignment from a fellow classmate, friend, or other person (whether they are in the class or not) is considered cheating and will result in a failing grade for the assignment or the course. An individual assignment is a reflection of your knowledge and understanding, not the knowledge and understanding of you and your peers.

For group assignments, you are obviously allowed to work with your assigned group members. However, consulting individuals or unapproved resources outside of your group (again, whether they are in the class or not) is considered cheating and will result in a failing grade for the assignment or the course.

### Late Assignments, Make-ups, and Final grades

You are expected to turn in all assignments on time. In general, late assignments are not graded. No make-up exams is available in the class. Grades are considered final two days after their return.

### Plagiarism and Academic Honesty

Webster's Third New International Dictionary defines plagiarism as passing off the ideas or words of another person as one's own, and/or using a created production without crediting the source. Plagiarism is ethically and legally wrong, and it will not be tolerated in any form. Be aware that you must cite your web sources just as you would sources from printed material.

If you copy material verbatim from any source, including web sources, you must put quotation marks around the verbatim material and provide a citation to its source. Merely changing a word or two, so

that the material is no longer verbatim, is not enough to make those ideas your own. YOU MUST ALWAYS CITE THE SOURCE. The style manuals of both the American Psychological Association (APA) and the Modern Language Association (MLA) offer extensive guidelines on quotations and paraphrases. When you paraphrase someone's work, you are not relieved of the responsibility to credit that person. But simply paraphrasing other people's work and ideas is not sufficient for a passing grade on your work. You typically will be building on existing ideas and showing your knowledge of existing literature. But you must go beyond mere description of what is already known to develop and present your own ideas. You must integrate, extend, and ultimately go beyond other people's ideas to your own. If you plagiarize any material on any assignment, you will receive a failing grade for the course or the assignment.

### **Technology**

We live in a connected world today in which there are many distractions, such as the Internet, cell phones, smartphones, etc. While this connectedness provides certain advantages, it also creates distractions. In class, it is expected that you will be engaged throughout the class. I recognize that some students use laptops and netbooks to take notes and refer to the digital readings in the course and that is an appropriate use of technology in the classroom. However, using phones, laptops, or other electronic devices for non-class activities can be distracting to your learning experience and to others as well as is a sign of disrespect to both the instructor and your classmates. Should you abuse technology in the classroom, this policy may be revised as needed.

### **ROLE OF THE INSTRUCTOR**

The instructor is your teacher, supervisor, guide, motivator, and colleague in learning. She must provide enough structure to this experience so that you actually accomplish your objectives, while simultaneously supporting flexibility and creativity. The instructor knows a lot of stuff. However, she does not know everything and is not afraid to say so. If we view our model for this course as an apprenticeship, then we all learn from each other. Each of us knows something that another person does not know, and the best thing about knowledge is that you can give it away while still retaining it yourself. One of the instructor's most important tasks is to make sure we all share our knowledge effectively. Another task is to get everyone involved – to communicate a sense of excitement about the tremendous importance of information systems and technology in the organizations of the 21st century.

### **YOUR ROLE**

All these other components come down to one thing and that is you. If you do not invest yourself in what we are doing, then we all lose. You need to be "present" mentally and emotionally. Being present mentally means staying on track each week and getting the most out of the resources provided to you – the text, the lectures, the assignments, and the WeChat messages. Being present emotionally means caring about what you do – and showing it in your work. One of the most common complaints from recruiters is that they simply cannot find enough people of quality. People of quality are people who care about what they do – who do their best work with the best tools available and put themselves into everything they do. So there is our challenge – to work together, learn something, and have fun doing it!

### Course Schedule:

You are responsible for any schedule changes posted in our class WeChat Group

DATE	TOPICS AND LECTURES	ASSIGNMENTS
Day1	Course Introduction	<u>Read</u> : Chapters 1
July 2 <sup>nd</sup>	Chapter 1: Information Systems in	Case Study
Day 2	Chapter 2: Global E-Business: How Business Use Information Systems	<u>Read</u> : Chapters 2
July 3 <sup>rd</sup>		Case Study
Day 3	Chapter 11: Managing Knowledge and Collaboration	<u>Read</u> : Chapter 11
July 4 <sup>th</sup>		<u>Hands-on Project 1</u> : Using spreadsheet for
Day 4	Chapter 4: Ethical and Social issues in Information Systems	<u>Read</u> : Chapter 4
July 5 <sup>th</sup>		Case Study
Day 5	Chapter 5: IT Infrastructure and Emerging Technologies	<u>Read</u> : Chapters 5
July 9 <sup>th</sup>		Case Study
Day 6	<b>Exam 1</b>	
July 10 <sup>th</sup>		
Day 7	Chapter 6: Foundations of Business Intelligence: Databases and Information Management	<u>Read</u> : Chapter 6
July 11 <sup>th</sup>		<u>Hands-on Project 2</u> : Using Visio to draw
Day 8	Chapter 6: Foundations of Business Intelligence: Databases and Information Management	<u>Read</u> : Chapter 6
July 12 <sup>th</sup>		<u>Hands-on Project 3</u> : Using Access to design
Day 9	Chapter 3: Information System, Organizations, and Strategy	<u>Read</u> : Chapter 3
July 16 <sup>th</sup>		
Day 10	Chapter 7: Telecommunications, the Internet, and Wireless Technology	<u>Read</u> : Chapter 7
July 17 <sup>th</sup>		
Day 11	Chapter 10: E-Commerce: Digital markets, Digital Goods	<u>Read</u> : Chapter 10
July 18 <sup>th</sup>		
Day 12	Group Term Project	<u>Read</u> : Group Project Guidelines
July 19 <sup>th</sup>		
Day 13	<b>Exam 2</b>	
July 23 <sup>th</sup>		

DATE	TOPICS AND LECTURES	ASSIGNMENTS
Day 14 July 24th	Chapter 14: Managing Projects	<u>Read</u> : Chapters 14  Case Study
Day 15 July 25th	Chapter 8: Securing Information Systems	<u>Read</u> : Chapters 8  Case Study
Day 16 July 26th	Chapter 9: Achieving Operational Excellence and Customer Intimacy :Enterprise Applications	<u>Read</u> : Chapter 9
Day 17 July 30th	Chapter 12 :Enhancing Decision Making	<u>Read</u> : Chapter 12
Day 18 July 31th	Chapter 13: Building Information Systems	<u>Read</u> : Chapters 13  Case Study
Day 19 August 1st	Group Project Presentation	
Day 20 August	<b>Final Exam</b>	