

UNIVERSITY OF NORTH CAROLINA WILMINGTON
MIS 213 – INTRO TO MANAGEMENT INFORMATION SYSTEMS
2021 – FALL SEMESTER

Both sections are hybrid classes, each section will meet one day a week, with additional materials on the web.

This course does NOT use Canvas, please refer to class website below.

<u>DAYS</u>	<u>SECTION</u>	<u>TIME</u>	<u>ROOM</u>
Tuesdays	004	9:30 – 10:45 a.m.	Congdon 1008
Tuesdays	005	11 – 12:15 p.m.	Congdon 1008

Class Web Site: <https://csbapp.uncw.edu/janickit/mis213>

INSTRUCTOR Tom Janicki
Phone 910.962.4077
E-Mail: janickit@uncw.edu (quickest way to reach me)
<https://csb.uncw.edu/people/janickit/>

OFFICE / HOURS Congdon Hall 1022
Tuesdays 2 to 3 p.m.
Wednesdays 10 a.m. to Noon and 2 to 3 p.m.
Thursdays 9 a.m. to Noon and 2 to 4 p.m.

TEXTBOOK & MATERIALS REQUIRED

Information Systems for Business, 2021, E 4.0
Belanger, VanSlyke, Crossler
Prospect Press / 978-1-943153-87-9 (eTextbook)
978-1-943153-88-6 (Paperback)

You may purchase a hard copy or the on line content only. Online information at

<https://www.prospectpressvt.com/textbooks/belanger-information-systems-for-business-4-0>

See Project 1 on how to register into the gradebook tools we will use in this class. (Class web site above)
Canvas is NOT used in this class

COURSE DESCRIPTION

This course is designed to introduce students to the impacts of information systems on the firm, industry, society and the economy. The management of the information resource and issues related to accessing, processing, and distributing information within a business context are emphasized. Students will analyze the role of information systems in reaching organizational objectives including communication, collaboration, performance improvement and strategy implementation. Skill-based learning will reinforce strategic information systems concepts

OVERALL COURSE OBJECTIVES

Upon completion of this course, you will be able to:

1. Understand the role of information systems in increasing personal and business productivity.
2. Apply information systems solutions for business problems from the business discipline and strategic business areas.
3. Identify how information systems can assist a firm increase its competitive advantage.
4. Understand information systems, including the hardware, software, storage, and telecommunications systems.
5. The role of information systems in capturing and distributing organization knowledge and intelligence and in enhancing management decision making
6. Identify ethical, moral and legal issues related to the storage and dissemination of information and the use of information systems
7. Understand how advanced Excel skills can help solve business problems.
8. Implement database solutions via Access software.

1. METHODS OF TEACHING

This is a hybrid class which combines once a week in class discussions and learning with self-paced learning via the web. It will blend text book concepts with interactive web-based materials, in class ‘polls’, and hands on skill assignments to help the participants obtain the knowledge and skills to manage data in real world applications. The course requires significant work on personal computers. The actual amount of time required will vary from student to student. The student is responsible for arranging his/her individual schedule so that the student can spend the required time on the computer.

STUDENT RESPONSIBILITIES

STUDENT ILLNESS

Students are to do a health check each day before coming to campus. Students who experience COVID-19 symptoms should immediately contact the Abrons Student Health Center at (910) 962-3280. If a student becomes ill, s/he should let the professor know and must not attend the course in-person. If a student is too ill to attend virtually, they will be given the opportunity to complete the material asynchronously.

HONOR CODE

The University of North Carolina Wilmington is a community of high academic standards where academic integrity is valued. All students enrolled at UNCW are subject to the UNCW Student Academic Honor Code. Disciplinary action will ensue when students fail to align themselves with the ideals and expectations outlined in the Honor Code. The full text of the Honor Code may be accessed via the following link: [UNCW Honor Code](#).

SEAHAWK RESPECT COMPACT

In the pursuit of excellence, UNC Wilmington actively fosters, encourages, and promotes inclusiveness, mutual respect, acceptance, and open-mindedness among students, faculty, staff and the broader community.

- ~ We affirm the dignity of all persons.
- ~ We promote the right of every person to participate in the free exchange of thoughts and opinions within a climate of civility and mutual respect.
- ~ We strive for openness and mutual understanding to learn from differences in people, ideas and opinions
- ~ We foster an environment of respect for each individual, even where differences exist, by eliminating prejudice and discrimination through education and interaction with others.

Therefore, we expect members of the campus community to honor these principles as fundamental to our ongoing efforts to increase access to and inclusion in a community that nurtures learning and growth for all.

CODE OF STUDENT CONDUCT

This course is subject to the Code of Student Life of the University of North Carolina Wilmington (the Code). The full Code is found here [Code of Student Life](#). UNCW practices zero tolerance for violence and harassment of any kind. For emergencies, contact UNCW CARE at 910.962.2273 or Campus Police at 910.962.3184. For University or community resources visit [Safe Relate Campus Resources](#).

RELIGIOUS OBSERVANCE POLICY

In accordance with NC SL 2010-211, students are entitled to two excused absences for religious observances per academic year. These absences must be requested using the form provided on SeaNet, under "Student Services." These requests must be submitted by the student prior to the absence. Once the request is submitted, an email will be sent to all impacted instructors automatically. There is no need to send additional notification to instructors or the Registrar's Office. Any absence for religious purposes will be considered unexcused unless the appropriate form is submitted.

STUDENTS WITH DISABILITIES

If you are a student with a disability and need accommodations, you must be registered with Disability Services (DePaolo Hall, 910.962.7555). Please provide your Accommodations Letter within the first week of class or as soon as possible. You should then meet with your instructor to make mutually agreed upon arrangements based upon the recommendations in the Accommodations Letter. For additional information, please see [UNCW Disability](#).

DISASTER CONTINGENCY PLAN

In the event that UNCW closes, students will be given an assignment to make up for 1 week of missed class time. This will be emailed to students within two days of the UNCW closing announcement. In the event that the rest of the semester is online, students need to be prepared by having reliable internet access, a webcam and a microphone.

FACULTY ILLNESS

Should the professor of this class become ill and unable to teach the class in person or virtually, a substitute professor will be appointed by the department chair. The course will proceed as closely as possible to the assigned syllabus.

SYLLABUS CHANGE POLICY

This syllabus reflects expectations for the course; however, the instructor may find it necessary to make changes in the syllabus, including the course calendar, after the course begins. In this event, students will be notified accordingly.

EXPECTED STUDENT BEHAVIOR FOR IN-PERSON CLASS INSTRUCTION

Students are expected to keep cloth masks on the entire time they are in the building, including time in the classroom. They are expected to wash hands with soap and water or use hand sanitizers frequently. There will be sanitizing wipes available in each classroom and each student is expected to wipe down the work area they will be in contact with before beginning the class (and throw away these wipes, please). Students are to keep a safe distance while sitting in the class and while getting into and out of the classroom.

EXPECTED STUDENT BEHAVIOR

Students are expected to exhibit conduct that is courteous to the instructor and to the other students. Talking during class, reading of newspapers or other materials, and doing work for other courses during this class are examples of conduct that is considered to be unacceptable. Use of mobile phones, texting while in class or in the lab will not be acceptable and you will be asked to leave the class. It is rude to other students and the instructor to use your phone or text during scheduled class periods.

LEARNING EXPECTATIONS

The student is responsible for doing all assigned readings and grasping all the material presented in class which may or may not originate from the textbook. The student will be responsible for the material covered in the lectures, assigned textbook readings and other reading assignments whether or not covered in the class lectures. **IF YOU DO NOT UNDERSTAND A SUBJECT OR WOULD LIKE A FURTHER EXPLANATION, DON'T BE AFRAID TO ASK. . . YOU ARE PROBABLY NOT THE ONLY ONE WHO NEEDS HELP.**

The student is responsible for submitting the assignments when scheduled by the instructor. Absence from class does not excuse the student from any assignments made during the class period. Each student is expected to address the assignments individually.

PLAGIARISM

Please be especially familiar with UNCW's position on plagiarism as outlined in the UNCW Student Handbook. Plagiarism is a form of academic dishonesty in which you take

someone else's ideas and represent them as your own. Cheating of any kind shall result in a grade of zero (0) on the assignment or quiz in question; **with a minimum deduction of one letter grade should the assignment be worth less than 10%**. Collaboration, copying of other individual's code, or handing in the work of others is considered cheating.

GRADING

Grades will be posted on the web. It is the student's responsibility to check the posted grade frequently. *Questions pertaining to projects MUST be made within 1 weeks of when the project is posted to Entropy. No adjustments will be made after the one week period.*

SELF WORK

The student is responsible for doing all assigned readings and grasping all the material as indicated on the weekly schedule. The assignments vary from conceptual readings and quizzes, to hands on projects and attendance and participation points. The student will be responsible for the material covered on the web site, assigned textbook readings and other reading assignments whether or not covered in the web notes. **IF YOU DO NOT UNDERSTAND A SUBJECT OR WOULD LIKE A FURTHER EXPLANATION, DON'T BE AFRAID TO ASK. YOU ARE PROBABLY NOT THE ONLY ONE WHO NEEDS HELP**

The student is responsible for submitting the assignments when scheduled by the instructor. Cheating of any kind shall result in a grade of zero (0) on the test, assignment or quiz in question with a minimum deduction of ONE LETTER GRADE.. The instructor shall be the sole judge as to when cheating has occurred. Collaboration, **COPYING OF OTHER'S FILES, OR JOINLY WORKING ON THE SAME BASE FILES**, (meaning two or more students work on the same assignment on the same machine at the same time is considered cheating) providing your files to other students, or handing in the work of others is considered cheating. **Do not EMAIL or provide a flash drive of your files to other students.** Violations will follow the guidelines of the Academic Honor Code found in Section 1 (2017-2018) of the Student Handbook and Code of Student Life.

Students are expected to exhibit conduct that is courteous to the instructor and to the other students. Talking during class, reading of newspapers or other materials, and doing work for other courses during this class are examples of conduct that is considered to be unacceptable. Use of cellular phones, texting while in class or in the lab will not be acceptable and you will be asked to leave the class. It is rude to other students and the instructor to use your phone or instant message during scheduled class periods. Exceptions to texting will granted in order to respond to our 'poll questions' in the class.

Grades will be posted on the web. It is the student's responsibility to check the posted grade frequently. *Questions pertaining to projects MUST be made within 1 weeks of when the project is posted to Entropy. No adjustments will be made after the one week period.*

LABORATORY ASSIGNMENTS AND SOFTWARE:

The course requires work on a computer outside of the scheduled classes and it is recommended that you use the “Thursday” non class time to work on your projects.

The actual amount of time required will vary from student to student. The student is responsible for arranging his/her individual schedule so that the student can spend the required time on the computer. Computer assignments can be completed using the on campus computer labs, the university’s cloud based system: horizon.uncw.edu, or your own computer should you have the MS Office Suite on your machine. Please note the MS Access program is not available for MAC’s so you will either need to work in the UNCW computer labs or use horizon.uncw.edu.

EVALUATION

Please note as a hybrid course, there are significant self-initiated assignments. Your overall performance evaluation (grade) will be based on the following:

1. **Tests:** 4 tests – each valued at 12.5% of your overall grade. The test will be available via the Connect McGraw web site and you will have a 30-hour period to complete the online tests. You must complete them within the 30-hour period that are posted on the class web site.
2. **Excel and Access Projects** – there are 10 Excel and Access Projects, which will total 44% of your total grade. Due dates for the projects are posted on line and are due by midnight the date posted. Late Access and Exce3 Projects will be accepted up to 2 days late with a 10% penalty per day.
3. **Mini Quizzes** – 6% of your grade. At the end of each Chapter or Learning Modules there are mini quizzes, you must complete them by the listed due date in Entropy.

The following is the grading scale for this course:

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	Below 60	F

SEE ENTROPY OR CLASS WEB SITE FOR PROJECTS AND DUE DATES