



## University of International Business and Economics International Summer School

### CMP410 Management Information System

**Term:** July 8 – August 2, 2019

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

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

**Email:** yxd.xiaodanyu@gmail.com

**Class Hours:** Monday through Friday, 120 minutes each day (2,400 minutes in total)

**Office Hours:** TBD

**Discussion session:** 2 hours each week

**Total Contact Hours:** 64 contact hours (45 minutes each, 48 hours in total)

**Credit:** 4 units

#### Required text and readings:

- *Management Information Systems - Managing the Digital Firm*, 14<sup>th</sup> Edition, Kenneth C. Laudon & Jane P. Laudon, Prentice Hall, 2012.
- Additional readings may be provided as announced during the semester.

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

**Required Software:** You are required to use a recent version of Microsoft Office software package including: Access, Excel, Visio, Project.

### COURSE OVERVIEW and LEARNING OBJECTIVES

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. 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
- Know how to describe and analyze business processes with CASE tool.
- Know how to design and use DBMS for assisting decision making.
- Know how to use analytical tool for managing business.
- Know how to use technology to manage project success.
- 

## COURSE REQUIREMENTS, DELIVERABLES and GRADING

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

Exam 1	10%
Exam 2	10%
Final Exam	15%
Hands-on Projects	20%
Individual Presentation I	10%
Individual Presentation II	10%
Class Attendance	5%
Group/Term Project	20%
Total	100%

### ***Class Attendance***

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.

### ***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. This project aims at improving students' in-depth knowledge of business process logics and developing critical analysis capability of analyzing business process and organization structure.
- 2) learning how to design relational DBMS and using SQL to do basic querying and reporting with Microsoft Access. This project aims at improving students' capability of identifying essential information requirements for organizations, designing appropriate methods for storing and organizing the required information, and making effective use of the information for business decision making.
- 3) learning how to improve decision makings with Microsoft Excel. This project aims at enhancing students' appreciation of diverse analytical capability of major business tools, and



the know-how about appropriately applying those analytical tools in business application scenarios.

4) learning how to improve project management with Microsoft Project. This project aims at building students' skills of manage large and complex project in a professional manner.

### ***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.

### ***Individual Presentations***

There will be two individual presentations. Detailed guidelines of the individual presentations will be provided separately during the class.

## **COURSE POLICIES and REMINDERS**

### ***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 21<sup>st</sup> 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!

## **WHO IS Xiaodan Yu?**

I joined UIBE in fall of 2013, having taught at the University of Nebraska at Omaha for two years (where I completed my Ph.D.). I like the academic life style because I enjoy interacting with students who seek knowledge and conducting research projects related to IT with implications. The most fun part of teaching to me occurs at times when students actively interact with each other, including me, during the class. In addition to teaching, I'd also love to do research in areas such as collaboration and technologies usage, business intelligence and software development methods. For more of what I'm doing in research, you can read my ResearchGate profile at: [https://www.researchgate.net/profile/Xiaodan\\_Yu](https://www.researchgate.net/profile/Xiaodan_Yu)



## COURSE SCHEDULE

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

DATE	TOPICS AND LECTURES	ASSIGNMENTS
Day1 July 8	Course Introduction Chapter 1: Information Systems in Global Business Today	<u>Read</u> : Chapters 1 Case Study
Day 2 July 9	Chapter 2: Global E-Business: How Business Use Information Systems	<u>Read</u> : Chapters 2 Case Study
Day 3 July 10	Chapter 10: E-Commerce: Digital markets, Digital Goods <i>Group Project Introduction</i>	<u>Read</u> : Chapter 10
Day 4 July 11	Individual Presentation I on Collaboration Technologies	Submit individual presentation I slides with notes
Day 5 July 12	<i>Hands-on Project 1</i>	Using Microsoft Excel to improve decision making
Day 6 July 15	<b>Exam 1</b>	
Day 7 July 16	Chapter 3: Information System, Organizations, and Strategy	<u>Read</u> : Chapter 3
Day 8 July 17	Chapter 4: Ethical and Social issues in Information Systems	<u>Read</u> : Chapter 4
Day 9 July 18	Chapter 5: IT Infrastructure and Emerging Technologies Group Project Check Point	<u>Read</u> : Chapter 5
Day 10 July 19	Individual Presentation II on Ethics	Submit individual presentation II slides with notes
Day 11 July 22	<i>Hands-on Project 2</i>	Use Visio to draw organization charts and data flow for a particular business process
Day 12 July 23	<b>Exam 2</b>	<u>Read</u> : Group Project Guidelines
Day 13 July 24	Chapter 8: Securing Information Systems	
Day 14 July 25	Chapter 14: Managing Projects	<u>Read</u> : Chapter 14
Day 15 July 26	<i>Hands-on Project 3</i>	Use Microsoft Project for project management.
Day 16 July 29	Chapter 6: Foundations of Business Intelligence: Databases and Information Systems	<u>Read</u> : Chapter 9
Day 17 July 30	<i>Hands-on Project 4</i>	Use Access for inventory management
Day 18 July 31	Chapter 9: Achieving Operational Excellence and Customer Intimacy :Enterprise Applications	



DATE	TOPICS AND LECTURES	ASSIGNMENTS
Day 19 August 1	Group Project Presentation	
Day 20 August 2	<b>Final Exam</b>	