Slide 1

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COMM 205 Course Intro

COMM 205 — Introduction to Management Information Systems

Slide 2

Agenda

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- Zoom Info
- Teaching Team
- Course Introduction

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Slide 3

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3 **Zoom Class Culture + Settings**

A few quick ground rules before we jump in

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Slide 4

Online Student Digital Engagement Expectations

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Technology
- Setting Up Your Zoom Account:
  - Register any email
  - Display name = preferred first name and last initial only
  - Provide your Zoom registration info (name and email) to instructor
- Required Technology:
  - Internet connection
  - Microphone
  - Headphones/earbuds
  - Webcam

Class Etiquette
- When in class, refrain from use of all other technology (phones, other applications, etc.)
- Ensure your camera is turned on at all times
- Please mute your microphone unless called upon by your instructor
- Please ensure you are in a quiet environment with no background noise
- To participate in class, click on "Participants" then "Raise Hand" icon and wait until called on

Integrity
- You must be the only person viewing and listening to live sessions when delivered
- You cannot copy, film, audio record or in any way record, share or redistribute a live session or supporting content
- You cannot share a Zoom link or invite others who are not registered students in this class

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Setup Zoom

- Sign-Up with **Zoom**
  - Zoom **name**: preferred first name and last name initial (as on Canvas)
  - Zoom **email**: can be any email
  - Download latest **Zoom Client** (Desktop) zoom.us/download
- Zoom Settings
  - Upload your Zoom profile **picture**
- Visit Zoom Help Center
  - Joining a meeting
  - Attendee controls in a meeting

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Download latest version of Zoom Client

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Zoom Web Portal > Profile > Change Picture

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Zoom Etiquette

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Video Layout

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▫ **Active Speaker** (default view) → **recommended !!!**

▫ **Full Screen** (exit with Esc key)

▫ **Gallery View** (see 25 to 49 participants)

▫ **Screenshare**
  ▫ Speaker/Gallery View at the top
  ▫ Side-by-Side mode (Shared Screen with Video Panel on the side)

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Screenshare

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▫ While viewing a shared screen click on **View Options** and choose **Side-by-side Mode**

Shared Screen   Video Panel

Speaker/Gallery View at the top
Shared Screen on the center

Click and drag the separator to adjust the size of each view

Note: Side-by-side Mode does not work if the dual monitors setting is enabled

Participants & Chat Windows

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13 **About the Course**

Introduction and Expectations

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Part A Instructor: Dr. Zorana Svedic (Dr. Z)

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- Contact   zorana.svedic@sauder.ubc.ca
- Office   Zoom virtual office
             Office Hrs: By appointment

- Background
  - Education
    - Computer Systems (Multimedia)
    - MBA (Management of Technology)
    - PhD (Management Information Systems)
  - Experience
    - Entertainment Industry
    - Courseware Development
    - Teaching
  - Fun Fact…

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Other Instructors

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Sabrina Rai	**Hasan Cavusoglu**	**Adam Saunders**
Part A: 2020W2	Part B: 2020W1	Part B: 2020W2

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Teaching Assistants

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- Our TA Team:
  - Lydia Yoon (Head TA)
  - Sri Jaswanth Jasty
  - Armaghan Naveed
  - Christal Do
  - Jill Bao
  - Karan Vasdev
  - Nick Jin
  - Zain Azhar

- Some will be moderating our live Zoom classes
- Some will be holding TA Office Hours
- Some will be grading your assignments and exams
- But we are ALL here to support you!

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Course Goals

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- To introduce students to the concepts, strategic role and principles of information technology (IT) in a global and dynamic business.
- To foster an interest in information technology and introduce the fundamental IT knowledge and skills applicable to all functional areas of organizations.
- To equip students with valuable skillsets in the area of data management and analysis by introducing them to the fundamentals of Microsoft Excel and R.

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Asynchronous Lectures

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- **Lecture** content will be delivered asynchronously
- Lecture notes and videos will be posted on Canvas and you can watch them at your convenience
- You must review the assigned lecture content prior to attending live-class

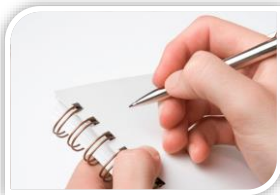UBC SAUDER | ROBERT H. LEE
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Synchronous Classes

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- Each live class will start with quick **polling** questions to test your class preparation
- Our live classes will also include **breakout** work, where students will be randomly assigned to a group and moved into a virtual breakout room to collaborate
- After the breakout, each student must submit their copy of group work **individually** via **Canvas Quizzes**

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Student Responsibilities

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- Students are expected to **review** all assigned materials and actively **participate** in class discussions & group activities
- Class **notes** available prior to class
- Watch recorded **lessons**
- Be ready to engage during **breakouts**
- **Sign Honour Pledge!**

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Textbook

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- The following textbook is required for Part A
- **Information Systems for Business and Beyond** *by Bourgeois, David T.; Smith, James L.; Wang, Shouhong; and Mortati, Joseph* (2019). Open Textbooks. 1.
- Free download: https://digitalcommons.biola.edu/open-textbooks/1

- There is no required textbook for Part B

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Course Assessments

BUSINESS TECHNOLOGY MANAGEMENT (PART A)		DATA MANAGEMENT AND ANALYSIS (PART B)	
Assessment Type	%	Assessment Type	%
Active Learning	10	Active Learning	17
Quizzes (3)	15	Assignments (2)	8
Assignment	10	Exam 1 and Exam 2	40
Total for Part A	35	Total for Part B	65

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Part A: Active Learning (10%)

- **Individual Contributions**
  - Pre-class complete class prep
  - In-class use Raise Hand, Chat & Poll
  - Sign-in with the Zoom account you provided to us
  - Add your profile photo on Canvas and Zoom
  - Enable video in live-class
  - Register your iClicker Cloud → iClicker Sync on Canvas

- **Breakout Activities & Tutorial Exercises**
  - **Fail** missing or minimal work: 0 pts
  - **Pass** meets or exceeds expectations: 2 pts

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Part B: Active Learning (17%)

- **Individual Contributions**
  - Pre-class complete class prep
  - In-class use Raise Hand, Chat & Poll
  - Sign-in with the Zoom account you provided to us

- **Opening Polls**   4%

- **Breakout Rooms**   4%

- **In-Class Exercises** 9%

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Part A: Quizzes (15%)

- There will be 3 quizzes throughout the term, to be completed during our live class.
- These quizzes are not cumulative, each quiz only includes course material covered during assigned weeks. The quizzes are based on the specified readings in the textbook and the contents covered in the lectures, tutorials and projects.
- See **Canvas Quizzes** for full details and deadlines
- **Missing quiz without Academic Concession will result in zero grade!**

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Assignments

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- There will be 3 assignments throughout the term:
- **Assignment A**:   10%   Database & Tableau
- **Assignment B1**: 4%   Excel
- **Assignment B2**: 4%   R Programming
- See **Canvas Assignments** for full details and deadlines
- **Late submissions will NOT be accepted, and will receive a zero grade!**

Part B: Exams (40%)

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- There are two closed-book, non-cumulative exams for part B of the course.
- **Exam 1** will **only** cover materials related to Microsoft Excel
- **Exam 2** will **only** cover materials related to R
- **Exact exam dates and times will be posted on Canvas!**

Missed or Late Assignments

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- **ALL assignments must be submitted on Canvas by the stated deadline!**
- Contact the TA immediately if you are having any problems with the Canvas submission process.
- Late by one minute is late and will attract the grading penalty indicated. Assignments are due in the manner specified by the specified due date (**UBC Vancouver Pacific Time**).
- **LATE assignments will score a zero grade; this is a firm policy**!
- **Equipment and/or media failure** will NOT be accepted as an excuse for late submissions.

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