**MIST 2090: Introduction to Information Systems in Business**

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| **Section A:** TR 8:00-9:15 am  **Section B:** TR 9:35-10:50 am  **Section H:** TR 11:10-12:25 pm | **Location**  Orkin D001  Orkin D001  Benson C400 | **CRN**  48911  56317  63621 |  |
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**Instructor Information**

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| **Name:** | Karim Jetha (please call me “Dr. Jetha”) |
| **Office:** | Benson Hall rm. C418 |
| **Office Hours:** | TR 1:00-2:00 and via Zoom by appointment |
| **Email:** | [kjetha@uga.edu](mailto:kjetha@uga.edu) (please do *not* send messages through eLC!) |
| **Contact Notes:** | * For most individual issues, please contact your section TA first. * I will redirect general course questions to our class discussion board |

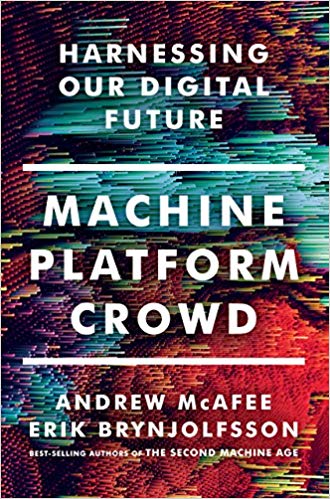
**Course Description**

The purpose of MIST 2090 is for students to learn the basics of leading information technology-enabled change in a business context. Information systems and technologies are fundamental to any organization, as well as many contemporary changes to society in general. Students will be introduced to a rigorous approach to innovative change efforts through a focus on business value, business processes, data, and contemporary technologies. Students will gain an understanding of the leadership and management of IT-enabled change efforts and associated technologies through hands-on experience with tools, models, and concepts.

This class is intended to be an introduction to information systems and covers a broad range of areas. Some of the topics we will cover in this class will include:

* Data as an enabler of competitive advantage in business
* Project management
* Business process improvement
* Interface design
* Data visualization
* Cybersecurity
* Contemporary concepts in digital innovation such as mobile app development, cloud computing, and service-oriented architectures
* Solving business challenges with spreadsheets

**Textbooks and Course Material**

**Machine, Platform, Crowd**

In the first half of this course, we will be reading *Machine, Platform, Crowd: Harnessing our Digital Future* by Andrew McAfee and Erik Brynjolfsson. This is not a traditional textbook; it is an accessible and fairly quick-reading “pop science” book that is full of stories and business anecdotes that will frame our coursework over the first part of the course. We will be reading it cover-to-cover and, while the reading load will be fairly aggressive, my hope is that you genuinely enjoy the readings.

You may use either a physical copy or an electronic copy of the text. Although an audiobook is optionally available, you should only use this to supplement your text copy—I do not recommend relying solely on the audiobook to complete this course. If you prefer reading physical books, please order this book ASAP so that it arrives on time.

**Microsoft Office (free UGA access)**

You will also be using the desktop version of *Microsoft Office* in this course (the browser-based version of the software will not be sufficient!). Either the Windows or Mac will be fine, but I will be teaching the course in Windows. Following along in course lectures may be more difficult in MacOS. You will *not* be able to complete the required coursework with a Chromebook.

As a UGA student, you may download Microsoft Office ProPlus (which includes Word, Excel, PowerPoint, and other Microsoft products) for free. For instructions on downloading and installing Office ProPlus, please see this link from University of Georgia’s EITS site: <https://ugamail.uga.edu/download_office_proplus/>

**LinkedIn Learning (free UGA access)**

There will be a brief Microsoft Excel assignment that requires the use of the LinkedIn Learning platform (formerly known as Lynda). This will be a browser-based online course that will help to get you up to speed with the software, particularly with respect to managing data.

All UGA students have free access to LinkedIn Learning with their MyID. If you choose to, you may connect your personal LinkedIn profile to LinkedIn learning to display your certifications on your profile. To log in to LinkedIn Learning via UGA’s sign-on portal, please see this link from EITS: <https://eits.uga.edu/learning_and_training/linkedinlearning/>

**Online Collaboration and Course Learning Management System**

Our primary course website will be *eLC*. It is your responsibility to check the eLC site prior to each lecture class and lab for the most up-to-date information. The lecture and lab schedule, course PowerPoint slides, the weekly lab lessons, most other course materials, and your grades will be posted to this site. Changes to the syllabus, the course schedule, lecture topics, etc., will be posted to this site.

We will be using the Piazza discussion board to answer questions and for class discussion. Participation is mandatory for the course! Like eLC, I will assume that you check the Piazza site daily to stay up to date with announcements and course information. The system is highly catered to getting you help quickly and efficiently from classmates, the TAs, and myself. I will redirect any general course questions to our class Piazza site. Sign up for Piazza using the link available on our eLC course page.

**Course Deliverables and Grading**

***Project Exercises:*** Class time will often feature interactive exercises during which you will work individually or in small groups to complete short in-class exercises. You may collaborate with other students on class exercises, but *each student must submit their own work to the eLC dropbox linked to their own name to receive credit for the exercise*. If you work in small groups on your exercises, it is OK if you all submit the exact same file to eLC. Project exercises will be evaluated by course teaching assistants on a completion basis. Unless you have an excused absence and have cleared it with your Section TA prior to the assignment deadline.

***Project Portfolio:*** The final project for the first half of this course will be a business plan and design document for a mobile app-based startup business. The project will be an integration of your various in-class exercise submissions (e.g., business model canvas worksheet, business process models, project management planning documents, UX wireframe mockups, etc.). Because you may have collaborated with other students on your in-class exercise submissions, you may also collaborate with other students on your final project submission. *Please note that each student must submit their own final project document to eLC in order to receive credit for the project.*

***eLC Check-Ins:*** These are short eLC quizzes that give you a gentle nudge to stay on task in class and with your reading of *Machine, Platform, Crowd*. You will take these on your own time and you must submit them before 11:59 pm on the assigned due date—aside from the deadline, there is no time limit for completion. These are to be completed individually (without the assistance of any other students in the course), but they are open-book/open-note. Unless you have an excused absence and have cleared it with your Section TA prior to the quiz deadline, *you will not be able to make up missed Check-Ins*.

***Quizzes:*** There will be two quizzes before the midterm and one quiz before the final exam. The first two quizzes will be comprised mostly of multiple choice and true/false questions and are designed to test your knowledge of the reading materials and in-class lectures. The third quiz will mostly require hands-on work in Microsoft Excel. Unless alternative arrangements have been cleared with your instructor, you must be physically present in the classroom to take a quiz.

***Exams:*** The midterm exam will cover all material from the first 15 class sessions. It will be comprised mostly of multiple choice and true/false questions and is designed to test your knowledge of the reading materials and in-class lectures. The final exam is not cumulative and will cover all material after the midterm. This will mostly require hands-on work in Microsoft Excel. Unless alternative arrangements have been cleared with your instructor, you must be physically present in the classroom to take your final exam.

***Course Evaluation:*** You will have the opportunity to submit an anonymous evaluation of the effectiveness of this course before the final exam. If you submit a completed evaluation form, you will receive 1% of extra credit toward your grade. Further instructions and a link to the evaluation form will be provided.

***Total Points Breakdown***

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| --- | --- |
| **Activity** | **Percentage** |
| Project Exercises (x5) | 10% total |
| Project Portfolio | 10% |
| LinkedIn Learning Project (Excel) | 5% |
| eLC Check-Ins (x20; lowest two dropped) | 14% total |
| Quizzes (x3) | 21% total |
| Midterm Exam | 20% |
| Final Exam | 20% |
| Course Evaluation (extra credit) | 1% |
| *Total* | 101% |

***Grades will be assigned as follows:***

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| --- | --- | --- | --- |
| **A** | 92.50% and above | **C+** | 76.50 - 79.49% |
| **A-** | 89.50 - 92.49% | **C** | 72.50 - 76.49% |
| **B+** | 86.50 - 89.49% | **C-** | 69.50 - 72.49% |
| **B** | 82.50 - 86.49% | **D** | 59.50 - 69.49% |
| **B-** | 79.50 - 82.49% | **F** | below 60% |

**Unexcused Late Work**

*Unexcused late submissions will be penalized at a rate of 20% per day*. Unexcused assignments may not be turned in more than five days beyond the due date.

**Syllabus Adjustments Statement**

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. It is therefore important to attend class, monitor your email and announcements on ELC and obtain notes when absent so that you remain informed. Topics, assignments, and due dates are all subject to change.

**Additional Course Policies**

***Classroom Behavior:*** I expect you to participate in class activities in a mature and appropriate manner. Disruptive or otherwise unacceptable behavior will not be tolerated, and you will be asked to leave the classroom. Disruptive students may be “disenrolled” from the course at the instructor’s discretion. This policy is not meant to stifle honest and frank academic discussions. Unacceptable behaviors include but are not limited to: “Facebooking or YouTubing,” reading newspapers or other non-course related material, working crossword puzzles or Sudoku, excessive talking, cell phone ringing, playing games on PDAs or other electronic devices, etc. Due to connectivity issues, cellular devices may be required to be on “airplane mode” or turned off when inside the classroom.

***File Security:*** You are responsible for the reasonable security of your individual files. This can affect you in two ways:

First, you should keep backup copies of your work. If technical problems make a submitted copy unreadable, you will be required to submit a backup to have the work graded. Additionally, penalties may be assessed. If you have no backup copy or your backup copy is unusable, you earn a grade of zero (0) for that assignment.

Second, with regard to Academic Honesty, you must take reasonable precautions to ensure that others cannot copy your files and submit them as their own. This means that, among other things: you should not allow other students to borrow your project files; you should use good password procedures for your accounts; and you should not leave copies of your files on the hard drives or desktops of shared computers. If you allow others to use your personal computer or if you use another computer to complete an assignment, be sure that you open and use only those files that you created. When someone copies your files, both of you are considered to have violated the Academic Honesty Code.

***Missed Classes; Assignments; Exams:*** If you legitimately need to miss a quiz, you must contact your Section TA before the quiz takes place (unless extenuating circumstances prevent) to determine whether it is a valid absence and whether it requires documentation. Valid, documented reasons are determined by your lecture instructor. If you have a valid, documented reason for missing a quiz, the quiz grade may be dropped from your final grade calculation – making other quiz items weighted higher. A dropped quiz grade will appear blank in the gradebook.

If you legitimately need to miss the exam, you must contact your lecture professor before the day of the exam to determine whether it is a valid absence and whether it requires documentation. Valid, documented reasons are determined by your lecture instructor. If you have a valid, documented reason for missing the exam, you can work with the instructor to schedule a make-up.

***Grade Discussion & Appeals:*** It is the student’s responsibility to monitor his or her own grades. If you think something has been graded incorrectly, you have 1 week from the grade submission date to dispute the grade – all disputes should be directed to your lecture TA via email.

***Responsibility for Course Materials:*** It is your responsibility to monitor eLC and Piazza and check your eLC email daily. You are responsible for all material covered in class. If you are absent, you are responsible for obtaining the information you missed. To the maximum extent possible, class outlines, additional course materials, and announcements will be posted to the course eLC site. Important announcements (including due dates and quiz announcements) are also often posted to eLC and Piazza.

**Academic Honesty Statement**

As a University of Georgia student, you have agreed to abide by the University’s academic honesty policy, “A Culture of Honesty,” and the Student Honor Code. All academic work must meet the standards described in “A Culture of Honesty” found at: [www.uga.edu/honesty](http://www.uga.edu/honesty). Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation.

*All alleged honor code violations will be reported to the Office of the Vice President for Instruction’s Academic Honesty Office. There will be no exceptions to this standard.*

**Disabilities and Accommodation**

Students with disabilities who require reasonable accommodation in order to participate in course activities or meet course requirements should contact me during office hours or by appointment. If you plan to request accommodations, please register with the Disability Resource Center (<http://drc.uga.edu>), The University of Georgia, 114 Clark Howell Hall, Athens, GA 30602-3338.

**Mental Health & Wellness**

If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit <https://sco.uga.edu>. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

UGA has several resources for a student seeking mental health services (<https://www.uhs.uga.edu/bewelluga/bewelluga>) or crisis support (<https://www.uhs.uga.edu/info/emergencies>).

If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (<https://www.uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

Additional resources can be accessed through the UGA App.

**Diversity, Equity, Inclusion**

The Terry College is committed to promoting diversity, equity, inclusion, and belonging among its students, faculty, and staff. This class welcomes the open exchange of ideas and values freedom of thought and expression. This class provides a professional environment that recognizes the inherent worth of every person. It aims to foster dignity, understanding, and mutual respect among all individuals in the class.