Instructor: Dr. Reginald Silver

Office: 304-A Friday Building

Phone: 704-687-6181

Email: rsilver5@uncc.edu

Course Website: Canvas (www.canvas.uncc.edu)

Section Information:

<table>
<thead>
<tr>
<th>Section</th>
<th>Day(s)</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 004</td>
<td>MW</td>
<td>MCEN 117</td>
<td>11:00 am – 12:15 pm</td>
</tr>
<tr>
<td>Section 005</td>
<td>MW</td>
<td>MCEN 117</td>
<td>12:30 pm – 1:45 pm</td>
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Office Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
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<tbody>
<tr>
<td>Monday</td>
<td>9:30 am – 10:30 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:30 am – 10:30 am</td>
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<td>2:00 pm – 3:00 pm</td>
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Course Description and Objectives:

This course is designed to introduce students to the use of Information Systems (IS) as an essential tool for conducting business in an increasingly global economy. The emphasis is on the conceptual foundations underlying the design, control and operation of IS and how IS provide organizations competitive advantages.

Prerequisites:

MATH 1120; STAT 1220; ACCT 2121, 2122; ECON 2101, 2102; INFO2130; Junior Standing.

Learning Objectives:

Information systems are an important determinant of organizational performance in the current global environment. Managers today have increasing responsibility for influencing individual as well as organizational performance through decisions regarding technology and the management of information. Thus, the objectives of this course include the following:

1. To be familiar with the information system terminology used to support business.

2. To gain critical thinking skills needed to solve business problems with IS.
3. To develop an understanding of information systems, their conceptual and technical foundations, users, components, missions, and capabilities.

4. To get acquainted with both conventional, as well as state-of-the-art, information technologies and to understand how to apply them to support management decision making.

Course Materials:


   ISBN13: 9780134238241

2. Additional Course Materials: Lecture notes, assignments, and other materials will be made available on the Canvas site for the course.

3. Clickers: Students will be required to bring clickers each class. Many students will already have purchased clickers for earlier classes. For any student that may need to purchase a clicker, information can be found at this link:

   http://teaching.uncc.edu/academic-technologies/clickers/clicker-updates

Clickers will be used to record attendance and class participation. Class participation will be assessed by clicker responses to quiz questions that will be asked during lectures. Students are prohibited from sharing or borrowing clickers. Sharing or borrowing of clickers will be considered a violation of the Academic Integrity Code and will result in, at minimum, a grade of zero with a possibility of additional disciplinary action.

Course Evaluation:

<table>
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<tr>
<th>Course Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>10%</td>
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<tr>
<td>Individual Learning Assignments</td>
<td>10%</td>
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<tr>
<td>Group Project</td>
<td>10%</td>
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<tr>
<td>Quizzes</td>
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<tr>
<td>Exams</td>
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<tr>
<td><strong>Total</strong></td>
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Grading Scale:

<table>
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<tr>
<th>Score</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 -100</td>
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<tr>
<td>80 – 89.99</td>
<td>B</td>
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<tr>
<td>70 – 79.99</td>
<td>C</td>
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<td>60 – 69.99</td>
<td>D</td>
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<tr>
<td>0 – 59.99</td>
<td>F</td>
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Attendance and Participation:

Students are expected to attend all class activities. The first two absences from any class activity are automatically excused. Attendance and participation grades are impacted beginning with the third absence. Students with four or more absences will receive a zero for the attendance and participation grade.

Note: Some topics discussed in the classroom may not be covered by the textbook or other materials. The class discussions are an integral part of the course and all students are expected to participate. Students are responsible for obtaining any information that they miss due to being absent from class.

Individual Learning Assignments:

Each student will complete a set of individual learning assignments that will require the use of an analytical tool such as Microsoft Excel, Access, or SPSS. These assignments must be submitted via Canvas by the due date that will be listed on the Canvas site.

Group Project:

Students will self-select into groups of five to complete and present a project based on a topic that has been agreed upon by the members of each group and the course instructor. The project will be focused on how organizations use information systems and technology to make their organizations more efficient, support strategic decision-making, and gain competitive advantages.

Each group is responsible for emailing the instructor to confirm the membership of each group. This email is required to be sent by 5:00 pm on the due date that will be specified in class and on Canvas.

Each group member is expected to contribute to the project. In the event that a group member does not fully participate in the assignment, the rest of the group members, after a consensus meeting in conjunction with the consent of the instructor, may ask the non-participating member to leave the group. The maximum grade that any student not belonging to a group can achieve on the project is a B. Peer evaluations will be factored into grading this assignment.

Details for the group project will be provided in class and via Canvas.
Exams:

There will be four exams given during the semester. A fifth, cumulative, exam will be given at the end of the semester. The lowest of these five exam grades will be dropped prior to the computation of the final grade in the course. For students that maintain an average greater than 70%, the cumulative final exam is optional. For students with an average that is lower than 70%, the final exam is mandatory.

If a student is aware of a pending absence during the semester, the student may take an exam early by scheduling it with the instructor. Advanced notice is required and confirmation must be provided by the instructor before an exam can be taken early. There will be no makeup exams after the fact, except in extreme emergencies and with proper documentation.

Exams are closed book and the use of notes during exams is not permitted. Written exams or exams administered electronically follow the same guidelines. If an exam is administered electronically and a student accesses any information except the files needed to complete the exam, the student will receive a zero for that exam. Computer access is routinely monitored during the administration of electronic exams.

Exams are a form of intellectual property belonging to those who create them. Consequently, exams must remain in the instructor’s possession or under their control at all times. This means that exams may not be taken out of the room or copied. Students are encouraged to review their exams during office hours or by appointment. Failure to return an exam, removing an exam at any time, or copying an exam will be considered theft of intellectual property. Such action will result in an exam grade of zero and may warrant further disciplinary action.

Classroom Policies:

Due Dates

Written homework must be handed in within 5 minutes of the scheduled start time for the class period on which it is due. Late homework will not be accepted. Not turning in a homework assignment on time will result in a zero for that assignment. In the event that a student is unable to attend class when an assignment is due, the student is responsible for making arrangement to turn the assignment in early.

Grade Appeals

In the event that a student believes that the grade that they received on an assignment or an exam was in error or unfair, the student can appeal to the professor in writing within 7 calendar days after the grades are posted. The appeal should clearly state the reasons why the grade is believed to be unfair or the nature of the error. Overdue appeals will not be considered.

Class Behavior

Disruptive behavior distracts from the learning experience of others. Such behavior includes, but is not limited to, arriving late, leaving early, having side conversations, making unnecessary
comments that add no value to the class, surfing the net, and any activities that negatively impact the ability of other students to learn and/or listen in class.

Rude and inappropriate behavior will not be tolerated. Points will be deducted from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, the student will be permanently removed from the class.

Under no circumstances will students be permitted to spend their class time working on assignments for other classes, checking e-mail, surfing the Web, texting, or engaging in activities not related to the class. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.

**Use of Electronic Devices in Class**

Use of computing, communication, or other devices during the class time for purposes other than those required for the class is prohibited and may result in being asked to leave the classroom for the remainder of the class period. This includes the use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, emailing, texting, chatting, IM, Facebook, or other activities not required for the class. Cellular phones and other communication devices must be silenced and stored away during class.

**Use of Tobacco and e-Vapor Products in Class**

The use of tobacco and e-Vapor products in class is prohibited. If a student uses any form of tobacco or e-Vapor product during class, the student may be asked to leave the class.

**University Policies:**

**Academic Integrity**

As a program that helps to create business and government leaders, the College of Business has an obligation to ensure academic integrity is of the highest standards. Standards of academic integrity will be enforced in this course.

University regulations will be strictly enforced in all cases of academic irregularities, cheating or plagiarism or any variations thereof. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work.

All UNCC students have the responsibility to be familiar with and to observe the requirements of The UNCC Code of Student Academic Integrity (see the Catalog and also [http://integrity.uncc.edu/](http://integrity.uncc.edu/). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism of written materials and software projects, abuse of academic materials (such as Library books on reserve), and complicity in academic
dishonesty (helping others to violate the code). Additional examples of violation of the Code include:

- Representing the work of others as your own.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Modifying, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresenting the content of submitted work.

For this course, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course.

Students who violate the code can be punished to the extent of being permanently expelled from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F." If you are unclear about whether a particular situation may constitute an honor code violation, you should meet with the instructor to discuss the situation.

If you do not have a copy of the code, you can obtain one from the Dean of Students Office.

Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

Feel free to discuss the definition of cheating and/or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action.

**Use of Computing Resources Policy**

For the purposes of the course you will be given access to a variety of computing resources. These resources are to be used only for the purposes of this course. Intentional or
grossly negligent disruptive and/or illegal use of the resources will result at a minimum in a loss of access privileges and a failing grade for the course. Further action will be taken as necessary. All University Policies on the use of Computing Resources apply.

**Accommodations or Disabilities**

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed for the course.

**Diversity**

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**Incomplete Grades**

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing the course and must have completed a significant portion of the course.

**Course Changes**

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Changes will be announced in class and will also be posted online and communicated via email.

**Religious Accommodations**

The instructor will observe University Policy 409 (https://legal.uncc.edu/policies/up-409) on matters of religious accommodation. Please note that the procedure prescribed by this policy requires a notice to the instructor prior to the census date of the semester (typically the tenth day of instruction).