Course content: Accessible via Canvas:

Instructor: Shelby Setzer
  tsetzer3@uncc.edu
  Office hours: on demand (email to schedule an appointment)
  Office: 341A

Text and Materials:
1. Essentials of MIS, 12th Edition
   Kenneth C. Laudon, Jane P. Laudon, Azimuth Information Systems
   ©2017, Pearson
   ISBN13: 9780134238241
   (book only, do not need the online access card to mylab)

2. Lecture presentations, assignments and additional course materials will be posted and managed in the course section on Canvas.

Prerequisites: MATH 1120; STAT 1220; ACCT 2121, 2122; ECON 2101, 2102; INFO2130; with grades of C or above and Junior Standing.

Catalog Description:
Impact of Information systems on management decision-making activities. Principles of the structure and analysis of information flows within an organization. Emphasis on database accumulation and generation, capabilities of information processing, system function (e.g., file creation, report generation, etc.) and evaluation and modification of information systems.

Course Objectives:
In today’s global business environment, managers have an increasing responsibility for determining their own information systems needs and for designing and implementing information systems that will support their decision-making processes. Thus, the specific learning objectives of this course include the following:

1. To be familiar with the IS terminology relevant to supporting business information system operations, IT infrastructure and modern day business applications.
2. To gain critical thinking skills needed to solve business problems with IS.
3. To develop an understanding of IS, 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 understand how to apply them to support management decision-making.
Grading

Individual Assignments:
Each student will complete a set of assignments that will require the use of an analytical tool such as Microsoft Excel, Access, SPSS, or other software as selected by the instructor. These assignments must be submitted via Canvas by the due date that will be listed on the Canvas site. These assignments are to be completed by each student by themselves, working in groups or sharing with answers with other students is considered cheating. Sharing work can and will be detected and result in a zero (0) for the assignment and a violation of the University academic integrity policy.

Group Project:
Students will be assigned into groups of five people 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 member will have individual assignments that make up the group project as a whole. 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. This process must take place prior to the midway point of the project. 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:
Three semester exams and a cumulative final will be administered.

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3 @ 10% each)</td>
<td>30%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
<tr>
<td>Group Project</td>
<td>25%</td>
</tr>
<tr>
<td>Individual Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Participation, quizzes</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Tot</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The final letter grade will be calculated based on the following 10-point scale; no additional rounding will occur.

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

Exams are closed book and notes, no exceptions. Exams are a form of intellectual property belonging to those who create them. Therefore, the exam materials must remain in the instructor’s possession or control at all times. Exams may not be taken outside of the lecture hall or copied for any reason. Failure to return an exam after taking or reviewing it or removing an exam from my presence at any time or copying an exam will be considered theft of intellectual property. Such action will result in an exam grade of zero (0) and may warrant further disciplinary action.

Should a student miss an exam as a result of missing a class, that student will receive a grade of zero. In the event that
the excuse is approved before the date of the examination (proper documentation required) then the student will take the make-up exam within three school days (M-F). Students who miss more than one exam should drop the class otherwise they will earn an F.

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 and official documentation 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.

**Posting grades:** Students will have access to their exam grades via Canvas. The course grades posted on Canvas are for informational purposes only. The official overall grade is computed and kept in the instructor’s grade book.

**Policies**

**Attendance & Participation:** Students must attend all lectures, labs, quizzes, examinations and presentations. Attendance will be taken at every class, unless otherwise specified by the instructor. Students first four absences will be excused; the attendance grade is impacted starting at your fifth absence. Class attendance is highly correlated with learning the material and performing well on the course examinations.

Note that (1) some topics discussed in the classroom are not covered adequately in the textbook, thus the instructor will present alternative approaches, and (2) historically, those who skip the class tend to make less than their target grades and (3) the instructor refuses to answer questions due to absenteeism. A student that misses a class is responsible for obtaining any needed information (e.g., notes, announcements, assignments, etc.) from fellow students. Students are expected to contribute to the active class discussions.

**Class Preparation:** Students are expected to study the textbook and other posted materials (notes, presentations, etc.) prior to each respective lecture. Additionally, students must be prepared to intelligently contribute to active class discussions and answer questions related to the current topics.

**Class Cancellation:** In the event that I am unable to attend class or the University is closed unexpectedly, assume the material will be moved forward to the next meeting unless otherwise specified. There may be occasions in which the class will use WebEx, which is available through Canvas, as an alternative method.

**Assignments Policy:** This 3-credit course requires three hours of classroom or direct faculty instruction and six hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: required reading, library research, written assignments, and studying for quizzes and exams.

All students must complete each individual assignments/quizzes on their own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero (0) for the assignment with a possibility of further disciplinary action.

**Academic honesty/integrity:** THE UNC CHARLOTTE CODE OF STUDENT ACADEMIC INTEGRITY governs the responsibility of students to maintain integrity in academic work, defines violations of the standards, describes procedures for handling alleged violations of the standards, and lists the applicable penalties. The following is a list of prohibited conduct in that Code as violating these standards: A) Cheating; B) Fabrication and Falsification; C) Multiple Submission; D) Plagiarism; E) Abuse of Academic Materials; and F) Complicity in Academic Dishonesty. For more detail and clarification on these items and on academic integrity, students are strongly advised to read the current "UNCC undergraduatecatalog."

The instructor may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.
**Religious Accommodation for Students:** The University of North Carolina at Charlotte is committed to diversity, nondiscrimination and inclusiveness, and to supporting its students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the University makes good faith efforts to accommodate a student’s religious practice or belief, unless such accommodation would create undue hardship. Details associated with this policy can be found by visiting [https://legal.uncc.edu/policies/up-409](https://legal.uncc.edu/policies/up-409).

**Disability Accommodations**
Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services during the first week of class. For more information regarding accommodations, please contact the Office of Disability Services at 704-687-4355 or stop by their office in Fretwell 230.

**Withdrawal from Class**
The administration of this institution has set guidelines for withdrawal from any college-level courses. These dates and times are published in that semester’s course catalog. Administration procedures must be followed. It is the student’s responsibility to handle withdrawal requirements from any class.

In other words, the instructor cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of “F” in a course if you choose not to attend the class once you are enrolled.

**Incomplete Grade**
As per university policy, incomplete grades will be granted when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor or during the next semester (Fall or Sprint) in residence, but no later than 12 months after the term in which the “I” graded was assigned, whichever comes first. If the “I” grade is not removed during the specified time, a grade of “F”, “U”, or “N” as appropriate is automatically assigned. **The grade of “I” cannot be removed by enrolling again in the same course.**

**Philosophy of teaching:** I demand meaningful learning, which can be interpreted by being able to translate the ideas, free of errors, into your own words and solve problems that are structurally different from those presented in class and textbook(s). Hence, always try to learn the materials by concentrating on the underlying principles. I will try to make you think by asking you questions and problems, which may not be directly covered during the class lectures.

**Classroom Policies:**

**Due Dates**

Individual assignments must be submitted via Canvas by 11:59 pm on the date 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 submit an assignment on the date that it 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, texting, 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.** The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period.

Miscellaneous:

- The instructor reserves the right to change the course outline, and the course contents.
- There will be no extra credit offered for any individual student during the semester.
- The instructor will keep all exams; students are permitted to review during office hours.
- All electronic & mobile devices such as cell phones, laptops, tablets, etc. must be kept silent during the lecture.

**Statement on 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.