



INFO 3130–003 Management Information Systems Course Syllabus – Spring 2020

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Office Hours: Monday and Wednesday 12:05 – 1:20 pm and also by appointment
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Required Course Materials: Essentials of Management Information Systems, 12th Edition, Laudon and Laudon, Pearson ISBN: 978-0-13-423824-1.

Other course materials including copies of presentations and video lecture notes will be provided on the Course Canvas website at: <https://canvas.uncc.edu>

Syllabus: This syllabus contains the policies and expectations the instructor has established for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

The standards and requirements set forth in this syllabus may be modified at any time by the instructor. Notice of such changes will be by announcement in the class and/or by changes to this syllabus posted on the Course Canvas website.

Course Description: **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.

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

Prerequisite: ACCT 2121, 2122; ECON 2101, 2102; MATH 1120; INFO 2130; and STAT 1220 with grades of C or above; and Junior or Senior standing.

Course Learning Objectives:

Managers today have increasing responsibility for determining their own needs for computer based information systems (IS) and for designing and implementing information systems that will support their decision making. Thus, the objectives of this course include the following:

1. To become familiar with the IS terminology used to support business.
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 and state-of-the-art information technologies, and to understand how to apply them to support management decision making.

Canvas Course Website:

You are required to access regularly the Canvas Course website and, in particular, before each class. In addition to containing helpful information, Canvas will be used to communicate information on assignments, changes to syllabus, and other announcements of general interest.

Hybrid Course:

Please be aware that this is a hybrid course, which means that it will be delivered through a combination of in-class lectures and on-line video materials. Topics will be introduced to students on-line in the form of presentations and lecture video recordings, while class time will be reserved for review of topic materials, in-class quizzes, and questions/answers. Students will be expected to self-study posted materials on Canvas prior to each in-class session. The curriculum covered in this course is largely definitional in nature, thus it is strongly recommended that students continuously read/review the textbook materials related to covered topics.

Grading Policies:

Following letter grades will be used:

A	90.0 – 100%
B	80.0 – 89.99%
C	70.0 – 79.99%
D	60.0 – 69.99%
F	59.99% AND BELOW

Student performance in the course will be weighted as follows:

Exam #1	20%
Exam #2	20%
Exam #3	20%
Exam #4 (optional)	20%
Quizzes (On-line and In-class)	15%
Application Assignments	20%
Class Participation	5%

**Assignments,
Exams, etc.:**

Examinations:

There will be four equally-weighted exams for the course. All the exams will be non-cumulative and the last exam will be optional. All exams will be in-class, closed-book, and closed notes. For each exam, scantron forms will be provided.

If you take all the four exams, grades for the lowest exam will be dropped. If you miss an exam, you can take Exam #4 as your make-up exam. There is no make-up for Exam #4. The exams will be given as scheduled in the syllabus during the class period. Typical duration of the first three exams will be 50 minutes while the last exam will have a duration of 1 hour and 15 minutes.

Exam reviews will be available during office hours or by appointment for **seven calendar days** after exam grades are posted.

Exams are a form of intellectual property belonging to those who create them. Consequently, exams must remain in instructor's possession or under instructor's control at all the 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. However, failure to return an exam after taking or reviewing it or removing an exam from instructor's 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 and may warrant further disciplinary action.

Cell phones, smart phones, and smart watches must be silenced and stored away (in purse, bookbag, backpack, pocket, etc.) during exams. Any usage of such during the exam (from the time exam is handed out to departure from the class) will result in a grade of zero for the exam and may warrant further disciplinary action.

Make-up Exam Policy:

There are no separate makeup exams. Please see above for makeup exams.

Application Assignments:

Students must complete five individual application assignments during the semester. **No collaboration among students is permitted.** Each assignment will be weighted 4% of the total grade thus all the application assignments will a total weight of 20%.

Use of Microsoft Access, Microsoft Excel, IBM SPSS Modeler, Tableau, and other application platforms is to facilitate business decision making. While we will discuss these assignments in the class, detailed step by step instructions will be provided with example data and handouts along with on-line videos. These assignments must be submitted on Course Canvas website by the due date.

Any sharing of assignments between students (past, present, future) will be considered a violation of the Academic Integrity Code and will result at a minimum grade of zero for the assignment with a possibility for further disciplinary action.

Any sharing of group projects between students (past, present, future) will be considered a violation of the Academic Integrity Code and will result at a minimum grade of zero for the assignment with a possibility for further disciplinary action.

Quizzes:

There are two types of quizzes in the course. Quizzes account for **15%** of overall grade.

On-line quizzes: There will be eleven on-line quizzes – one for each textbook chapter. **Each on-line quiz will only be available on the Course Canvas web site for a specific time period.** It is your responsibilities to take note of deadlines and complete the quiz before the deadline. If you miss the

quiz, you will get a grade of zero for that quiz. One lowest quiz will be dropped. Also, please note that the on-line quizzes are available for exam review only if you actually attempted the quiz.

In-class quizzes: In-class quizzes will be used to check the on-going understanding of the course materials. All the in-class quizzes will be graded. **In-class quizzes will require the use of Poll Everywhere app/website link.** Please make sure that you have access to a smartphone/tablet/laptop computer during each class. In-class quizzes will also be used for the purpose of tracking class attendance and tardiness.

In-class quizzes are intended to encourage class attendance, class engagement, participation, and provide immediate feedback to the students. Thus, in-class quizzes are only available when present in the class. There will not be any make-up for an in-class quiz if you miss it for any reason including excused absences.

Participation:

Participation refers to: regular class attendance; contributing positively, constructively, regularly, and significantly to class discussions; being well-prepared for class, as well as the timely and careful completion of assigned homework and exercises by collaborating within your groups, as needed.

Keep the instructor informed about your absences and any issues regarding class participation, well in time. 70% of the class participation grade will reflect your attendance in the class while the remaining 30% will be subjectively based on positive class engagement and participation.

Students are expected to be prepared and contribute to the active class discussions.

You will need to have at least 50% class attendance to qualify for any grade for participation.

Class Policies:

Class Attendance:

Students must attend all lectures, labs, quizzes, examinations and presentations and are expected to contribute actively to the class discussions. Class attendance is highly correlated with learning the material and performing well on the course examinations. Tardiness or early departure are disruptive and are, of course, discouraged. 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.

Attendance may be taken at any point during the class (beginning, middle, and end) and may even be checked multiple times. Any attempt to provide attendance electronically, while not physically present in the class will be considered a violation of Academic Integrity Code and will result in further disciplinary action.

Students will be held responsible for any material covered, announcements made, assignments passed out, and any other type of work that they may miss during any absence from class.

Class Preparation and Participation:

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

Due Dates Policy:

A homework or assignment with deadline is like a ticket for a cruise. If you arrive after the scheduled departure time, the ship will have sailed without you and your ticket (homework/assignment) will be worthless. Late homework and projects will not be accepted and will receive a grade of zero. If you know you will miss a class, make arrangements to turn in your work ahead of time.

Grades Appeals Policy:

If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the instructor in writing within **seven calendar days** after the grades are posted. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

Class Conduct Policy:

Disruptive behavior in the class distracts from other students' ability to benefit from their in-class experience. Such behavior includes but is not limited to **side-bar conversations between two or more students during lecture**, unnecessary comments that add no value to class, arriving late, leaving early, surfing the net, and any activities that negatively impact the ability of other students to learn and/or listen in the class.

Rude and disruptive behavior will not be tolerated. If necessary, the instructor will deduct points from grades for any student who chooses to disrupt the class and distract others repeatedly. In particularly egregious cases, the instructor will have the student 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.

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.**

Class Recording:

Electronic video and/or audio recording is **not permitted** during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Extra Credit Work:

There will be **NO EXTRA CREDIT** work offered for any student during the semester. **Please do not depend on any extra credit opportunities to improve your grade later in the semester.**

Class Cancellation:

In the event that the instructor is unable to attend class or the University is closed unexpectedly, assume the course material will be moved forward to the next meeting.

General Policies:

Student Academic Integrity:

Integrity is amongst the core values of the Belk College of Business. Students are responsible for knowing and observing the [UNC Charlotte Code of Student Academic Integrity](#). All work on exams and quizzes is to be done on an *individual basis*. This may also be extended to certain assignments

and will be specified as such in class. There is always the possibility and temptation to consult with someone who has had the course (or class) previously or to consult case/class notes or project reports from another section or from a previous year or semester or that might be available on the Internet. This practice is *strictly prohibited* under all circumstances and unequivocally constitutes a *violation* of the *Code of Student Integrity*. Obviously, group projects involve cooperative effort. Everyone however, is *required* to contribute to the effort for this class, and individual contributions will be evaluated through group peer review and participation score.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interactions are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and lab 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.

Ownership of Course Materials:

The lectures and course materials provided by the instructor including presentations, tests, quizzes, exams, videos, outlines, and similar materials are protected by copyright. The instructor is the exclusive owner of copyright in those materials instructor creates. You are encouraged to take notes and make copies of course materials for your own educational use. However, you may not, nor you may knowingly allow others to reproduce or distribute course materials publicly without instructor's express written consent. This includes providing materials to commercial course material suppliers such as CourseHero, Chegg, etc. and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of the instructor's materials may be in violation of [University Policy - 406, the Code of Student Responsibility](#).

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 230 Fretwell.

Diversity and Inclusion:

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.

Non-discrimination:

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of [University Policy – 406, The Code of Student Responsibility](#). Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

Religious Accommodation for Students:

The instructor will observe [University Policy – 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 the instruction).

Withdrawal from Class:

The administration of this institution has set deadlines 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 spring) in residence, but no later than 12 months after the term in which the "I" grade 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.*

Course Changes Disclaimer:

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Changes will be announced in class and/or will also be posted on the Course Canvas website.

INFO 3130 – 003 Course Schedule – Spring 2020
Mon/Wed: 1:25 – 2:15 pm

Week	Date	Topic	Textbook Chapters	Activities
1	01/08	Introduction and Course Overview		
	01/10	Foundations of IS in Business	Chapter 1	On-line
2	01/13	Foundations of IS in Business	Chapter 1	
	01/15	Foundations of IS in Business	Chapters 1 and 2	
	01/17	Foundations of IS in Business	Chapter 2	On-line
3	01/20	Martin Luther King Jr. Day – No class		
	01/22	Foundations of IS in Business	Chapter 2	
	01/24	IT Infrastructure	Chapter 5	On-line
4	01/27	IT Infrastructure	Chapter 5	
	01/29	IT Infrastructure	Chapter 5	
	01/31	Databases and Info Management	Chapter 6	On-line
5	02/03	Catch-up and Review		
	02/05	Exam #1	Chapters 1, 2, and 5	
	02/07	Databases and Info Management	Chapter 6	On-line
6	02/10	Databases and Info Management	Chapter 6	
	02/12	Telecommunications and Networks	Chapter 7	
	02/14	Telecommunications and Networks	Chapter 7	On-line
7	02/17	Telecommunications and Networks	Chapter 7	Professional Development
	02/19	Telecommunications and Networks	Chapter 7	Access Assignment Due on 02/19
	02/21	Securing Information Systems	Chapter 8	On-line
8	02/24	Catch-up and Review		
	02/26	Exam #2	Chapters 6 and 7	
	02/28	Securing Information Systems	Chapter 8	On-line
9	03/02	Spring Break – No Classes		
	03/04			
	03/06			
10	03/09	Securing Information Systems	Chapter 8	
	03/11	Securing Information Systems	Chapter 8	Excel Assignment Due on 03/11
	03/13	Enterprise Business Systems	Chapter 9	On-line
11	03/16	Enterprise Business Systems	Chapter 9	
	03/18	Enterprise Business Systems	Chapter 9	
	03/20	E-Commerce	Chapter 10	On-line
12	03/23	E-Commerce	Chapter 10	
	03/25	E-Commerce	Chapter 10	SPSS Assignment Due on 03/25
	03/27	Enhancing Decision Making	Chapter 11	On-line
13	03/30	Catch-up and Review		
	04/01	Exam #3	Chapters 8, 9 and 10	

	04/03	Enhancing Decision Making	Chapter 11	On-line
14	04/06	Enhancing Decision Making	Chapter 11	
	04/08	Building Information Systems	Chapter 12	Tableau Assignment Due on 04/08
	04/10	Building Information Systems	Chapter 12	On-line
15	04/13	Building Information Systems	Chapter 12	
	04/15	Building Information Systems	Chapter 12	
	04/17	Ethical and Social Issues in IS	Chapter 4	On-line
16	04/20	Ethical and Social Issues in IS	Chapter 4	
	04/22	Ethical and Social Issues in IS	Chapter 4	
	04/24	Ethical and Social Issues in IS	Chapter 4	On-line
17	04/27	Catch-up and Review		Data/Text Mining Assignment Due on 04/27
18	05/06	Exam #4 @ 2:00 pm	Chapters 4, 11, and 12	