



UNC CHARLOTTE

BELK COLLEGE *of* BUSINESS

Department of Business Information Systems and Operations Management

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INFO 3130 – Management Information Systems – Spring 2020

Course Number:	INFO 3130 — 004	Instructor:	Lina Zhou
Classroom:	Friday Building — 141	Office:	Friday Building — 363C
Time:	MW 2:30PM – 3:45PM	Email:	lzhou8@uncc.edu
Content Access:	Canvas (https://uncc.instructure.com)	Phone:	(704) 6871976
Office Hours:	MW 1:30PM – 2:30PM, or by appointment		

Course Description

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 with competitive advantages.

Course Objectives

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

- To be familiar with the IS terminology used to support business.
- To develop an understanding of IS, their conceptual and technical foundations, users, components, missions, and capabilities.
- 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.
- To gain critical thinking skills needed to solve business problems with IS.

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

Course Material

Required textbook

K. C. Laudon and J. P. Laudon, *Essentials of Management Information Systems*, 12th Edition, Pearson Education. 2016. ISBN 10: 0-13-423824-9 ISBN 13: 978-0-13-423824-1.

Supplemental Material

Lecture slides, assignments, and additional course materials will be posted and managed in Canvas.

Course Grading

Each student can earn a maximum of 100% by completing the required tasks successfully. A letter grade will be awarded at the end of the semester as your final grade based on your total points.

Item	Points
Exams (3 @ 235)	705
Assignments (3 @30)	90
Group project (5 IS topic, 15 group list, 30 intermediate report, 60 presentation)	110
Class Participation (25 attendance, 20 in-class participation, 50 quizzes)	95
Total	100%

Final letter grade will be calculated based on the following scale:

- A: 90% and above;
- B: 80-89.9%;
- C: 70-79.9%;
- D: 60-69.9%;
- F: below 60%.

The course grades are posted on Canvas for informational purposes only. The official overall grade is computed and kept in the instructor's grade book.

Exams

There will be four exams. All exams are **closed** book and closed notes, unless otherwise indicated. All exam grades will be posted on Canvas. The instructor will keep all exams after grading. However, exam reviews are available during office hours or by appointment. Students who like to review their exams should submit a request within 7 days of the posting of the exam grades and set up a time for the review. **No grade reviews or adjustments will be done beyond this 7-day period.**

Exams are a form of intellectual property belonging to those who create them. Consequently, exams must remain in my possession or under my 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. However, 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 and may warrant further disciplinary action.

Missed exams: In the event that the excuse is **approved before the exam date** (a rare case and requires supporting documents), the student will be given a make-up exam. A student who misses an exam without prior approval, possibly due to unexpected situation on the exam day, should contact the instructor within 6 hours of the exam start date/time and provide appropriate supporting documentation to be eligible for the makeup exam. It is the student's responsibility to be aware of and follow the make-up exam policies and no special accommodations will be made for any exceptions. No makeup exam will be given after April 27, 2020.

Assignments

Students need to complete three **individual** assignments during the course of the semester. These assignments will be submitted **on Canvas by 2:30pm on the due date**. Assignments submitted after the due date will be considered late. A penalty of **25% of the assignment value per day** (including weekends) is assessed on late assignments beginning on the due date.

You must complete each assignment on your 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 for the assignment with a possibility for further disciplinary action.

Students will learn to use Excel, Access, and SPSS Modeler to facilitate business decision making. We will have computer labs for these assignments.

All changes in assignments, deliverable or schedules will be posted on Canvas. It is your responsibility to keep up with the changes that are posted on Canvas.

Group Project

Students will form a group of 4 members to complete the project. Each group will complete a presentation on an IS topic. All project deliverables are due at the beginning of the class on the scheduled dates (**2:30pm**) and should be submitted to course canvas.

- Each student can select a topic from the list of sample topics provided by the instructor or you can suggest one. The IS topic (5 points) is due on **January 15**. Any self-selected topics need approval from the instructor.
- Students form groups on their own. Each group collectively makes a decision on the group project topic. A list of group members and the topic of group selection (15 points) is due on **January 27**. The topic selection is made on a first-come first-serve basis.
- An intermediate report (30 points) is due on **March 11**. The report must contain one-page description of the motivations of studying the topic and a minimum of 12 key references on the selected topic. The list of references are expected to contain a minimum of 4 academic articles.
- The presentation material (60 points) is due on **April 27**. The last slide(s) must contain a complete list of sources as references. All members are expected to participate in the presentation.

The maximum project grade for students not belonging to a group will be a B. If necessary, peer reviews will be factored into the grade.

- A group cannot have more than 5 people.

- If you cannot find your own group before the due date, I will randomly assign you to one group.
- Any groups who do not give me their topic selection by the deadline will be assigned one by the instructor.
- The instructor reserves the right to assign an additional student randomly to a 4-member group depending on the class size.
- The instructor may ask your group to select a different topic if there has already been another group choosing the same topic before your group. In other words, the topics will be decided on a first-come first-serve basis.

Grading criteria:

- Quality of the research
 - importance and timeliness of the topic
 - depth and breadth of the investigation
 - research and business insights gained
 - theoretical and managerial implications
 - quality of sources and proper citations
- Quality of the presentation
 - powerpoint quality
 - class engagement
 - flow and logical progression
 - question elicitation and responses
 - time management

Sample topics

- | | |
|--|------------------------------|
| • Fintech | • Digital forensics |
| • Usable security | • Crowdfunding |
| • Online behavior in global economy | • Augmented Intelligence |
| • Insider threat | • Mobile user authentication |
| • Gamification in business application | • Data breach |

Class Participation

Students are expected to attend every class and remain in class for the duration of the session. Class attendance will be taken at random in class during the semester. Your attendance grade is the percentage of attendance multiplies 25. Failure to attend class, arriving late, or early departure may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. You are responsible for all lecture material regardless of whether you attend each class. Please note that office hours are not to be used as a substitute for class attendance.

You are encouraged to have active participation in-class discussions. The in-class participation is rated at five levels: 5 (does not participate), 10 (occasional participation), 15 (regular participation), 20 (exceptional participation). Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including the instructor, is similarly welcome. However, the instructor will exercise responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. The class will be conducted in an atmosphere of mutual respect. You should expect that if your conduct during class

discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.

During the semester, the instructor will give quizzes to be completed in class. The total points of the quizzes will be 50. The quizzes usually cover topics which have been completed or topics to be discussed that day. The points for each assignment will be announced by the instructor. There is NO MAKE UP for quizzes, irrespective of the reason for a student missing the quiz. Instead, you will be allowed to drop ONE quiz or in-class assignment (missed or lowest grade).

Class Policies

Attendance and Participation Policy

Attendance and participation are required and tardiness or early departure is disruptive and is, of course, discouraged. 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. Recurrence of such disruptive behavior will be noted and will lead to deduction of significant grade points and the student being asked to leave the class.

Class Behavior Policy

Inappropriate behavior distracts from the ability of others to profit from their in-class experience. Such behavior includes arriving late, leaving early, talking, surfing the net, and so on.

Rude and inappropriate behavior **will not be tolerated**. Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct points from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, I will have the student permanently removed from the class.

Under no circumstances will students be permitted to spend their lab time working on assignments for other classes, checking e-mail, surfing the Web, or printing out homework. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.

Electronic Devices in Class

The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class unless being used as a part of Poll Everywhere or at the instructor's discretion. Cellular phones **MUST BE TURNED OFF DURING CLASS**, except in cases of medical emergencies. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period. Calculators, computers, smart phones, or smart watches are prohibited during examinations and quizzes, unless specified. Use of computing devices for purposes other than those required for the purposes of the class topic is prohibited. This includes use of laptops, lab computers, phones or other devices for Internet browsing, game playing, reading news, texting, chatting, IM and other activities not required for the class.

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 for this Class

Any extra-credit opportunities will be the instructor's decision and such opportunities will be presented to the whole class and not to individual students. It is possible that there will be no extra-credit at all for this class. In any case, no extra-credit opportunities will be given after 4/27/2020. The total points from all the extra-credit combined will not exceed 20 points (i.e., 2%) towards the final grade. I strongly recommend that you do not depend on any extra credit opportunities to improve your grade later in the semester.

Grade 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 professor **in writing within 7 calendar days of posting the grades**. 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.

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 his/her own work.

Students have the responsibility to know and observe the requirements of [The UNC Charlotte Code of Student Academic Integrity](http://legal.uncc.edu/policies/up-407) available online at <http://legal.uncc.edu/policies/up-407>. 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.

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

For this course, it is permissible to assist classmates in general discussions about the homework. 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 me to discuss the situation. 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.

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.

Disability Accommodations

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please send me your accommodation letter as early as possible. You are encouraged to meet with me to discuss the accommodations outlined in your letter. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 (Fretwell 230).

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.

Incomplete Grade Policy

Receiving a grade of incomplete ("I") is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

Religious Accommodation for Students Policy

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.

Course Changes Disclaimer

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies set forth in this syllabus. Changes will be announced in class and will also be posted online.

Copyright Ownership in Course Materials

The lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. The instructor is the exclusive owner of copyright in those materials created by the instructor. You are encouraged to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without express written consent of the instructor. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If the instructor is interested in posting your answers or papers on the course web site, the instructor will obtain your written permission.

Tentative Class Schedule

*** This tentative schedule is subject to change ***

Week	Date	Topics	Due Dates
Week 1	Jan 8	• Course Introduction	
Week 2	Jan 13	• Ch.1 Business Information Systems in Your Career	
	Jan 15	• Ch.1 Business Information Systems in Your Career	IS Topic Due
Week 3	Jan 20	M.L. King Day, no class 😊	
	Jan 22	• Ch.2 Global E-Business and Collaboration	
Week 4	Jan 27	• Ch.2 Global E-Business and Collaboration • Ch.3 Achieving Competitive Advantages with IS	Group List Due
	Jan 29	• Ch.3 Achieving Competitive Advantages with IS	
Week 5	Feb 3	• Ch.5 IT Infrastructure	
	Feb 5	Exam 1 (Chapters 1, 2, 3, 5)	
	Feb 10	• Ch.6 Databases and Information Management	
Week 6	Feb 12	• Ch.6 Databases and Information Management	
Week 7	Feb 17	• Optional Computer Lab 1: Access	
	Feb 19	• Ch.7 Telecommunications and Networks	
Week 8	Feb 24	• Ch.7 Telecommunications and Networks	Access HW Due
	Feb 26	Exam 2 (Chapters 6, 7)	
Week 9	Mar 2	Student Recess, no class. 😊	
	Mar 4	Student Recess, no class. 😊	
Week 10	Mar 9	• Ch.9 Enterprise Applications	
	Mar 11	• Ch.9 Enterprise Applications • Ch.10 E-Commerce	Intermediate Report Due
Week 11	Mar 16	• Ch.10 E-Commerce	
	Mar 18	• Optional Computer Lab 2: Excel	
Week 12	Mar 23	• Ch.11 Improving Decision Making	Excel HW Due
	Mar 25	• Ch.11 Improving Decision Making	
Week 13	Mar 30	• Ch.12 Building Information Systems	
	Apr 1	Exam 3 (Chapters 9, 10, 11)	
Week 14	Apr 6	• Ch.12 Building Information Systems	
	Apr 8	• Optional Computer Lab 3: SPSS Modeler	
Week 15	Apr 13	• Ch.8 Securing IS	
	Apr 15	• Ch.8 Securing IS	SPSS HW Due
Week 16	Apr 20	• Ch.4 Ethical and Social Issues in IS	
	Apr 22	Project Day	
Week 17	Apr 27	Project Presentation	
Week 18	May 4	Exam 4 (Chapters 12, 8, 4)	