



Department of Business Information Systems and Operations Management

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**INFO 3130 – 005 & 006 Management Information Systems  
Course Syllabus – Spring 2020**

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or by appointment

**INFO 3130 Management Information Systems**  
**Section 005: Colvard 3120 / MW 2:30 – 3:45 PM**  
**Section 006: McEniry 117 / MW 4:00 – 5:15 PM**  
**Course content: Accessible via Canvas**  
**(<https://uncc.instructure.com>)**

<b>Syllabus Overview</b>	This syllabus contains the policies and expectations established for INFO 3130 Management Information Systems. 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.
<b>Required Text &amp; Materials:</b>	<p>(1) Essentials of MIS, 12th Edition. Kenneth C. Laudon and Jane P. Laudon ISBN: 0-13-423824-9 Note: book only, no online access code required, version subject to change in future semesters</p> <p>(2) Supplementary Materials: Lecture presentations, assignments, quizzes, and additional course materials will be posted and managed in the course section on Canvas.</p> <p>(3) You must have a wifi enabled device to be able to use Poll Everywhere in this class.</p>
<b>Pre-requisites:</b>	MATH 1120; STAT 1220; ACCT 2121, 2122; ECON 2101, 2102; INFO2130; Junior Standing.
<b>Catalog Description:</b>	Impact of information systems on management decision-making activities. Principles of the structure and analysis of information flow 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.
<b>Course Description:</b>	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 provides organizations competitive advantages.

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**Learning 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:

1. To be familiar with the IS terminology used to support the business.
2. To gain critical thinking skills needed to solve business problems with IS.
3. To develop an understanding of IS, its 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.

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**Grading:**

**Components**

- Exams (3) 70%
- Final Exam (Optional) – Can replace a previous lower exam grade
- Individual Learning Assignments 15%
- Attendance 10%
- Canvas Quizzes 5%

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

- A: 89.5 and above;
- B: 79.5-89.4;
- C: 69.5-79.4;
- D: 59.5-69.4;
- F: 59.4 and below.

**The course grades are posted on Canvas throughout the semester. I do not discuss individual student grades over email and do not negotiate grades at all.**

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**Exams:**

- **If you are more than 10 minutes late to the exam, you will not be allowed to enter and will receive a zero for the exam.**
- Exams are administered in class and are closed book and closed notes. **No early or make-up exams** (unless under circumstances verified and communicated to the Professor by the University's Student Assistance and Support Services (<https://sass.uncc.edu/services/absence-verification>)). Until I receive a note from SASS, I will not discuss rescheduling an exam.
- If you miss an exam, you can take the optional final exam to replace the zero for that exam. **The exam dates are posted on the syllabus prior to the first day of class, so plan accordingly.** Do not ask to make up an exam or take an exam early due to interviews, vacations, or other personal events. **Students can replace a lower exam grade or a missed exam with the optional final exam.**
- If the answer to an exam question is disputed, **the student should submit a written appeal**, citing the source to the instructor. The instructor will take these appeals into account during grading.
- Exams may not be taken out of the room, out of my office, or copied. Students are encouraged to review their exams during office hours or by appointment. Failure to return an exam or copy an exam will result in an exam grade of zero and may warrant further disciplinary action.

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**Quizzes:**

- Each quiz will be available online on Canvas for a specified period of time. It is your responsibility to take note of deadlines and complete the quiz prior to the deadline. **If you miss the deadline, you will get a grade of zero for that quiz. NO make-up quizzes** are allowed since the lowest quiz grade will be dropped. **NO extra attempts** on quizzes are offered due to claims of technical difficulties without documented troubleshooting from the Canvas help desk.

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**Assignments:**

- Students will complete individual learning assignments by the due date posted on Canvas. **No assignments will be accepted after 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 in a minimum in a grade of zero for the assignment with a possibility for further disciplinary action.
- Students will use Microsoft Access and Microsoft Excel to facilitate business decision making.
- All changes in assignments or schedules will be posted on Canvas. It is your responsibility to keep up with the changes that are posted on Canvas.

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**Class Attendance:**

- Consistent class attendance is a strong predictor of academic success. If you earn an F or U grade, your last date of attendance will be reported. This may require you to pay back any financial aid money received for this course.
  - Class attendance will be **graded on selected days** throughout the semester. Of the randomly selected days that are graded, 3 absences are allowed each semester before your class attendance grade is impacted. **Students do not need to let the instructor know ahead of time of absences due to interviews, campus events, etc. since 3 of the graded absences are dropped each semester to take into account these types of events. Only absences verified and communicated to the Professor by the University's Student Assistance and Support Services will be excused.** <https://sass.uncc.edu/services/absence-verification>
  - Students are expected to attend every class and remain in class for the duration of the session. **Arriving late to class or leaving early without prior permission from the instructor will lower your class attendance grade and your ability to achieve course objectives.** 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.
  - Class attendance grades will also be impacted by violations of my leadership in the classroom and electronic devices policies.
  - The instructor reserves the right to use different means to classify as class attendance – you will be clearly informed during the semester but expect to encounter Poll Everywhere quite frequently. You must have a wifi enabled device to be able to use Poll Everywhere in this class, which is a required part of the course. You must be physically present during class to obtain credit for answering.
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**Leadership in the Classroom:**

- **The class will be conducted in an atmosphere of mutual respect.** You are encouraged to have active participation in class discussions. 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 arguments can proceed in an orderly fashion. 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, and your grade will be impacted.
- **Do not forward course emails or documents of any form** to those outside of the course without the knowledge and/or permission of the instructor.
- **Do not email the instructor a copy and paste of quiz questions, canvas screenshots, or discussion questions from Canvas or other sources.** If you have questions, see the instructor in person during office hours or by appointment.

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**Electronic Devices in Class:**

- **The use of cell phones, smartphones, or other mobile communication devices is disruptive and is therefore prohibited during class** unless being used as a part of Poll Everywhere, are approved through disability services, or at the instructor's discretion. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period, and the class attendance grade will be impacted.
- **Computers, smartphones, or smartwatches are prohibited during examinations.**
- **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.

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**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 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.

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**Student Academic Integrity:**

- All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or online at <https://legal.uncc.edu/policies/up-407>.
  - Faculty 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.
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<b>Diversity and Inclusion:</b>	<ul style="list-style-type: none"> <li>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 the diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status</li> </ul>
<b>Disability Accommodations:</b>	<ul style="list-style-type: none"> <li>UNC Charlotte is committed to access to education. 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. Contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.</li> </ul>
<b>Withdrawal from Class:</b>	<ul style="list-style-type: none"> <li>Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal. <a href="https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy">https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy</a></li> </ul>
<b>Incomplete Grade:</b>	<ul style="list-style-type: none"> <li>The grade of "I" is assigned 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, and no later than 12 months. If the "I" 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, and students should not re-enroll in a course in which they have been assigned the grade of "I."</li> </ul>
<b>Course Change Disclaimer:</b>	<ul style="list-style-type: none"> <li>The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Changes will be announced in class and will also be posted online.</li> </ul>
<b>Copyright Ownership in Course Materials:</b>	<ul style="list-style-type: none"> <li>The lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. The instructor is the exclusive owner of the 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 the 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 the 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.</li> </ul>

## INFO 3130 Tentative Course Schedule

This is a **general guideline** for the semester and **subject to change**. Updated information regarding exams, quizzes, assignments, and readings will be posted on Canvas (<https://canvas.uncc.edu/>)

**Note: The quizzes are not listed below, please see Canvas for quiz day and times.**

	Monday	Wednesday	Key Information	INFO 3130 - Tentative Topics
Week 1		01/08/20		Course Overview Chapter 1 - Business Information Systems in Your Career
Week 2	01/13/20	01/15/20	1/15 Last day to add or drop a course	Chapter 1 - Business Information Systems in Your Career Chapter 2 - Global E-Business and Collaboration
Week 3	01/20/20	01/22/20	1/20 MLK Day - No Class	Chapter 2 - Global E-Business and Collaboration Chapter 3 - Achieving Competitive Advantage with IS
Week 4	01/27/20	01/29/20		Chapter 5 - IT Infrastructure
Week 5	02/03/20	02/05/20		Chapter 5 - IT Infrastructure Wednesday 2/5 - Exam 1 (Chapters 1, 2, 3, 5)
Week 6	02/10/20	02/12/20		Chapter 6 - Database and Information Management
Week 7	02/17/20	02/19/20		Chapter 6 - Database and Information Management Chapter 7 - Telecommunications and Networks Wednesday 2/19 - Individual Learning Assignment (1) Due
Week 8	02/24/20	02/26/20		Chapter 7 - Telecommunications and Networks Chapter 8 - Securing IS
Week 9	03/02/20	03/04/20	Spring Break March 2 - 7 No Classes	No Classes
Week 10	03/09/20	03/11/20		Chapter 8 - Securing IS Wednesday 3/11 - Exam 2 (Chapters 6, 7, 8)
Week 11	03/16/20	03/18/20		Chapter 9 - Enterprise Applications
Week 12	03/23/20	03/25/20		Chapter 10 - E-Commerce
Week 13	03/30/20	04/01/20		Chapter 11 - Improving Decision Making Friday 4/3 - Individual Learning Assignments (2) Due
Week 14	04/06/20	04/08/20	4/10 Good Friday - No Classes	Chapter 11 - Improving Decision Making Chapter 12 - Building Information Systems
Week 15	04/13/20	04/15/20		Chapter 12 - Building Information Systems Chapter 4 - Ethical and Social Issues in IS Monday 4/13 - Individual Learning Assignments (3) Due
Week 16	04/20/20	04/22/20		Chapter 4 - Ethical and Social Issues in IS Course Wrap-up Wednesday 4/22 Exam 3 (Chapters 9,10,11,12, 4)
Week 17	04/27/20			