

INFO 3130 - 007
Management Information Systems
UNC Charlotte
Spring 2019

Instructor: Dr. Kexin Zhao
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Class Hours: TR 10:00-11:15 am

Classroom: Denny 120
Office Hours: Monday 9:00-12:00 in my office, right before class, or by appointment
Website: Canvas

Course Description

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 economy. The emphasis is on the conceptual foundations underlying the design, control and operation of IS and how IS provide organizations competitive advantages.

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 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, as well as state-of-the-art, information technologies, and to understand how to apply them to support management decision making.

Course Materials

Text book: *Essentials of Management Information Systems*, 12th Edition. Pearson (ISBN 978-0-13423824-1)

In addition, handouts, power-point slides, assignments, and additional helpful resources will be posted on Canvas.

Grading

Component	Percentage
Four exams (4 @ 17.5%)	70%
Group project (1 @ 10%)	10%
Assignments (3 @ 5%)	15%
Class participation	5%

Total	100%
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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; E: 59.9 and below.

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

Exams are **closed** book and notes when they are administered in class. Questions on the exams will be taken from the assigned readings of texts, class lectures, and assignments.

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 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 documentation), the student will be given a make-up exam.

Assignments

Students need to complete three **individual** assignments during the course of the semester. These assignments will be submitted **on Canvas before 5:00pm on the due date**. Assignments submitted after the due date will be considered late. A penalty of **20% 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 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 **3 to 4** members to complete the project. If a group member does not contribute, the rest of the members may, after a consensus agreement, ask him/her to leave the group and notify the instructor. 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 list of group members must be submitted by **5:00pm January 17th**.

- a. A group cannot have more than 4 people.
- b. If you cannot find your own group, I will randomly assign you to one group
- c. If you fail to submit the group information before the due date, I will randomly assign you to one group
- d. Incomplete group list is acceptable, and I will randomly assign more students to your group

Each group will complete an IS topic presentation.

- a. You can select a topic from the following list or you can suggest one (must be approved by the instructor by **5:00pm January 24th**). Any groups who do not give me their selection will be randomly assigned one.
- b. Please submit the topic via email (kzhao2@uncc.edu) and copy to all group members.
- c. The presentation schedule will be determined by the professor.
- d. The presentation will be scheduled for the first 10-15 minutes of the class.
- e. Each group must submit their presentation file via email by 5:00pm of the day before the presentation. The presentations will be posted on Moodle.
- f. The last slide(s) must contain a complete list of sources.
- g. Will be graded on:
 - A. Quality of the research
 - 1) accuracy and up-to-datedness
 - 2) breadth and depth of the investigation
 - 3) multiple perspectives - personal, societal, etc.
 - 4) discussion of issues from a business point of view
 - 5) quality of sources
 - 6) proper citations
 - B. Quality of the presentation
 - 7) interesting, creative, and interactive
 - 8) engaging the class
 - 9) eliciting and responding to questions
 - 10) adhering to the time limit

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.

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

Use of cellular phones, pagers, music players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Cellular phones **MUST BE TURNED OFF DURING CLASS**, except in cases of medical emergencies. Pagers must be set to vibrate, rather than beep. Calculators and computers are prohibited during examinations and quizzes, unless specified. Laptop-size computers may be used in lecture for the purpose of taking notes. **Use of instant messaging, email or other communication technologies during class time is prohibited.** Use of computing devices for purposes other than those required for the purposes of the class topic are 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.

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.

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.

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/>). 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 provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

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 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.

Course Changes Policy

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.

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 (typically the tenth day of instruction).

Tentative Class Schedule

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

Week	Date	Topics	Due Dates
Week 1	Jan 10	• Course Introduction	
Week 2	Jan 15	• Ch.1 Business Information Systems in Your Career	
	Jan 17	• Ch.1 Business Information Systems in Your Career	Group Formation Due
Week 3	Jan 22	• Ch.2 Global E-Business and Collaboration	
	Jan 24	• Ch.2 Global E-Business and Collaboration	IS Topic Due
Week 4	Jan 29	• Ch.3 Achieving Competitive Advantages with IS	
	Jan 31	• Ch.3 Achieving Competitive Advantages with IS	
Week 5	Feb 5	• Ch.5 IT Infrastructure	
	Feb 7	• Ch.6 Databases and Information Management	
Week 6	Feb 12	Exam 1 (Chapter 1, 2, 3)	
	Feb 14	• Optional Computer Lab 1: Access	
Week 7	Feb 19	• Ch.6 Databases and Information Management	
	Feb 21	• Ch.7 Telecommunications and Networks	Access HW Due
Week 8	Feb 26	• Ch.7 Telecommunications and Networks	
	Feb 28	• Ch.9 Enterprise Applications	
Week 9	Mar 5/7	Spring Recess, no class. ☺	
Week 10	Mar 12	• Ch.10 E-Commerce	
	Mar 14	Exam 2 (Chapter 5, 6, 7)	
Week 11	Mar 19	• Ch.10 E-Commerce	
	Mar 21	• Ch.11 Improving Decision Making	
Week 12	Mar 26	• Optional Computer Lab 2: Excel	
	Mar 28	• Ch.11 Improving Decision Making	
Week 13	Apr 2	• Ch.12 Building Information Systems	
	Apr 4	Exam 3 (Chapter 9, 10, 11)	Excel HW Due
Week 14	Apr 9	• Ch.12 Building Information Systems	
	Apr 11	• Ch.8 Securing IS	
Week 15	Apr 16	• Optional Computer Lab 3: SPSS Modeler	
	Apr 18	• Project Day for SPSS Modeler Assignment	
Week 16	Apr 23	• Ch.8 Securing IS	
	Apr 25	• Ch.4 Ethical and Social Issues in IS	SPSS HW Due
Week 17	Apr 30	• Ch.4 Ethical and Social Issues in IS	
Week 18	May 9	Exam 4 (Chapter 4, 8, 12)	