INFO 3130 - 007  
Management Information Systems  
UNC Charlotte  
Spring 2019  

Instructor: Dr. Kexin Zhao  
Office: 351B Friday  
Phone: 704-687-7637  
Email: kzhao2@uncc.edu  
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  

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

Grading  

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Four exams (4 @ 17.5%)</td>
<td>70%</td>
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<tr>
<td>Group project (1 @ 10%)</td>
<td>10%</td>
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<tr>
<td>Assignments (3 @ 5%)</td>
<td>15%</td>
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<tr>
<td>Class participation</td>
<td>5%</td>
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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 group cannot have more than 4 people.
- If you cannot find your own group, I will randomly assign you to one group.
- If you fail to submit the group information before the due date, I will randomly assign you to one group.
- Incomplete group list is acceptable, and I will randomly assign more students to your group.

Each group will complete an IS topic presentation.

- 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.
- Please submit the topic via email (kzhao2@uncc.edu) and copy to all group members.
- The presentation schedule will be determined by the professor.
- The presentation will be scheduled for the first 10-15 minutes of the class.
- 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.
- The last slide(s) must contain a complete list of sources.
- 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

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**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/](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 ***

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