

**UNC CHARLOTTE  
BELK COLLEGE OF BUSINESS**

**INFO 3130 Management Information Systems – Spring 2019**  
**008 MW 12:20pm – 01:10pm DENNY 120**  
**005 M 2:30pm – 03:45pm MCEN 117**  
**006 W 2:30pm – 03:45pm FRIDAY 155**

**Course content:** Accessible via Canvas (<https://uncc.instructure.com>)

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Office: Friday 253B  
Office hours: MW 1:20 – 2:20pm (and by appointment, email to schedule)

**Syllabus:** This document contains the policies and expectations established for this course. Be sure to 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 class and/or by changes to this syllabus posted on the course Canvas website.

**Email Policy:** Please use the email address specified above for electronic communication. Responses to student emails will typically occur within 24 hours or less. **When emailing the instructor or graduate assistants, proper subjects lines containing your course and section number are required (Example: INFO 3130 001). Messages missing proper subject lines will be deleted for security reasons.**

**Text and Materials:**

(1) Essentials of MIS 12<sup>th</sup> Edition (*Book Only, No Online Access Code*) (**Required**)  
Kenneth C. Laudon and Jane P. Laudon, Pearson Education. 2016.  
ISBN 10: 0-13-423824-9  
ISBN 13: 978-0-13-423824-1

(2) Supplementary Materials: Lecture presentations, assignments quizzes and additional course materials will be posted and managed in the course section on Canvas.

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

**Catalog 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 Information Systems and how Information Systems provide organizations with competitive advantages. General topics covered will include, but are not be limited to:

- The impact of IS on management decision-making activities
- Principles of the structure and analysis of information flow within an organization.
- Database accumulation and generation, capabilities of information processing, system functions (ex. file creation, report generation, etc.) and evaluation/modification of information systems.
- Telecommunications/Networking, Computer Hardware/Software and Electronic Commerce

**Course Objectives:**

In today's global business environment, managers have an increasing responsibility for determining their own information systems needs and for designing and implementing information systems that will support their decision-making processes. Thus, the specific learning objectives of this course include the following:

1. To be familiar with the IS terminology relevant to supporting business information system operations, IT infrastructure and modern-day business applications.
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 understand how to apply them to support management decision-making.

**Grading:**

**Exams:** Four semester exams and a cumulative final will be administered. The lowest of the five exam grades will be dropped for a total of four exam grades (20% each) being used in the final grade calculation. Students may choose to take all five exams and drop the lowest. The cumulative final exam is optional for any student with a course average greater than or equal to 69.5%. Any student with a course average below a C (< 69.5%) at the end of the semester is required to take the cumulative final.

Component	Percentage
Exams (4 @ 20% each)	80%
Assignments (2 @ 5% each)	10%
Canvas Quizzes (10 @ 0.5% each)	5%
Attendance & Participation	5%
<b>Total</b>	<b>100%</b>

The final course grade will be calculated based on the following scale, **no additional rounding will occur.**  
 A: 100-89.5% and above; B: 89.4-79.5%; C: 79.4-69.5%; D: 69.4-59.5%; F: 59.4-0.0%.

**Exams are closed book and notes, no exceptions.** Exams are a form of intellectual property belonging to those who create them. Therefore, the exam materials must remain in the instructor’s possession or control. Exams may not be taken outside of the lecture hall or copied for any reason. 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.

**Should a student miss an exam as a result of missing a class, that student will receive a grade of zero for that exam, by default that grade will be dropped, and the student will be required to take the cumulative final exam.** Make-up exam accommodations will only be provided under rare circumstances and **require proper documentation.** Proper documentation may take the form of a written notice from the Dean of Students office, a medical excuse provided by a board-certified physician or comparable medical professional, or a written excuse provided by a current university faculty/staff member. If an excuse is approved before the date of the examination (**proper documentation required**) then the student will be scheduled to take the make-up exam within three school days (M-F). **Late assignments and quizzes are not accepted, no exceptions. Completed quizzes cannot be reopened and quiz/assignment due dates cannot be extended for individual students.**

**Posting grades:** Students will have access to their exam grades via Canvas. The course grades posted on Canvas are for informational purposes only. The official overall grade is computed and kept in the instructor’s grade book. **Students can use the grades posted on Canvas and the rubric shown above to calculate their current course grade.** To ensure information privacy, student grade details cannot be discussed via email.

**Policies**

**Attendance & Participation Policy:** Students are expected to attend punctually all scheduled class sessions (including lectures, labs, quizzes, examinations and presentations), demonstrate civil behavior while in class, and to complete all of course requirements. Attendance may be taken at any time, during any class, via open-roll call or Poll-Everywhere. Student’s **first two absences will be excused**, with attendance grades impacted starting on the third absence. **Students with 5 or more absences will receive a zero (0) for the attendance**

**grade.** Class attendance is highly correlated with learning the material and performing well on the course assignments and examinations.

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 and (3) the instructor refuses to answer questions due to absenteeism. A student that misses a class is responsible for obtaining any needed information (e.g., notes, announcements, assignments, etc.) from fellow students. **Students are encouraged to contribute to the active class discussions.**

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

**Class Cancellation:** If I am unable to attend class or the University is closed unexpectedly, assume the material will be moved forward to the next meeting unless otherwise specified.

**Assignments Policy:** This 3-credit course requires three hours of classroom or direct faculty instruction and six hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: required reading, library research, written assignments, and studying for quizzes and exams. **Late assignments are not accepted, no exceptions.**

**You must complete each individual assignment/quiz on your own. Any sharing or collaboration 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.**

**Academic honesty/integrity:** THE UNC CHARLOTTE CODE OF STUDENT ACADEMIC INTEGRITY governs the responsibility of students to maintain integrity in academic work, defines violations of the standards, describes procedures for handling alleged violations of the standards, and lists the applicable penalties. The following is a list of prohibited conduct in that Code as violating these standards: A) Cheating; B) Fabrication and Falsification; C) Multiple Submission; D) Plagiarism; E) Abuse of Academic Materials; and F) Complicity in Academic Dishonesty. For more detail and clarification on these items and on academic integrity, students are strongly advised to read the current "[UNCC undergraduate catalog.](#)"

**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.**

**Religious Accommodation for Students:** The University of North Carolina at Charlotte is committed to diversity, nondiscrimination and inclusiveness, and to supporting its students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the University makes good faith efforts to accommodate a student's religious practice or belief, unless such accommodation would create undue hardship. Details associated with this policy can be found by visiting <https://legal.uncc.edu/policies/up-409>.

**Philosophy of teaching:** I demand meaningful learning, which can be interpreted by being able to translate the ideas, free of errors, into your own words and solve problems that are structurally different from those presented in class and textbook(s). Hence, always try to learn the materials by concentrating on the underlying principles. I will try to make you think by asking you questions and problems, which may not be directly covered during the class lectures.

**Miscellaneous:**

- **The instructor reserves the right to change the course outline, and the course contents.**
- **There will be no extra credit offered for any individual student during the semester.**
- **The instructor will keep all exams; students are permitted to review during office hours.**

- **All electronic & mobile devices such as cell phones, laptops, tablets, etc. must be kept silent during lecture sessions and are not permitted at any time during exam periods.**

**Statement on 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.

**Disability Services 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.

**Adverse Weather Policies:**

The University's Adverse Weather Policy (University Policy 701; <http://legal.uncc.edu/policies/up-701>) states that, without exceptions, the University is open unless the Chancellor (or Chancellor's delegate) announces that the University is closed. Faculty are required to follow the procedures outlined in the policy. The University's inclement weather number is 704-687-1900.

**Tentative Course Schedule (Detailed Schedule Available on Canvas):**

- Introduction & Course Overview
- Chapter 1: Business Information Systems in Your Career
- Chapter 2: Global E-Business & Collaboration
- Chapter 5: IT Infrastructure: Hardware & Software
- **Exam I (Chapters 1, 2, 5)**
- Chapter 6: Databases & Information Management
- Chapter 7: Telecommunications, The Internet & Wireless Technology
- Chapter 8: Securing Information Systems
- **Exam II (Chapters 6, 7, 8)**
- Chapter 9: Enterprise Applications
- Chapter 10: E-Commerce: Digital Markets, Digital Goods
- Chapter 11: Improving Decision Making & Managing Knowledge
- **Exam III (Chapters 9, 10, 11)**
- Chapter 12: Building Information Systems & Managing Projects
- Chapter 4: Ethical & Social Issues in Information Systems
- **Exam IV (Chapters 12, 4)**
- **Cumulative Final Exam**