Belk College of Business Administration, University of North Carolina at Charlotte

INFO 3130-090: MANAGEMENT INFORMATION SYSTEMS  
Spring 2014

Class Website and Primary communication channel: Moodle 2 @ UNC Charlotte. Use a web browser to open the URL https://moodle2.uncc.edu. Login with your 49er credentials and select "INFO-3130-090-Spring 2014-23493". We will NOT be using the old Moodle, so you may want to bookmark the Moodle 2 URL for this class.

Instructor: Dr. C. Subramaniam  
Office: 353-A Friday building  
Phone: 704-687-7604  
Email: csubrama@uncc.edu

Class time: MW 5.00pm-6.15pm  
Classroom: 142 Friday (first floor)  
Office hours: M 3.00-4.00pm  
By appointment at other times

Catalog Description
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.

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

Learning objectives
The course is designed to provide students with an overview the use of Information Systems (IS) 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 competitive advantages to organizations. The specific learning objectives are as follows:

1. To develop an understanding of information technologies and systems, their conceptual and technical foundations, users, components, missions, and capabilities, from a business perspective.
2. To understand how conventional, as well as state-of-the-art, information technologies can be used in organization to support management decision making and for competitive advantage.
3. To gain critical thinking skills needed as managers to solve business problems with information systems.
4. To become familiar with the information systems terminology related to business applications.
5. To gain an understanding of the ethical, social and security impacts of information systems from a managerial perspective.

Course Materials


2. **Moodle 2:** In addition to the text book, the instructor will post on Moodle 2 (https://moodle2.uncc.edu) various handouts, power-point slides, other documents, and links to articles for class discussions. You can print the posted material and bring them to class. Please note that I will not provide printed copies of any of the materials posted on Moodle 2.

Grading

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Group/Individual</th>
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<tbody>
<tr>
<td>3 Exams (3 x 25%)</td>
<td>75%</td>
<td>Individual</td>
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<tr>
<td>Optional Final Exam (25%, Cumulative and can substitute one of the 3 Exams)</td>
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<tr>
<td>Group Activities</td>
<td>10%</td>
<td>Group</td>
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<td>In-class assignments &amp; activities</td>
<td>10%</td>
<td>Group or Individual</td>
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<tr>
<td>Attendance &amp; class participation</td>
<td>5%</td>
<td>Individual</td>
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<td><strong>Total</strong></td>
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**Exams and make-up exams**
There will be 3 exams in this course and an optional final exam. The optional final exam is cumulative and can be used to substitute one of the 3 exams. All exams are closed book and closed notes when they are administered in class. The instructor will keep all exams after grading. However, exam reviews are available during office hours or by appointment. Students requesting a review of their exams/grades should do so within 3 days of the posting of the exam grades. **No grade review or adjustment will be done beyond this 3-day period.** All exam grades will be posted on Moodle. Questions on the exams will be taken from the assigned readings of text book, class lectures, and class discussions.

**Makeup exams**
In the event that a student anticipates missing an exam, she/he should request **prior approval from the instructor at least a day before the exam date.** All such requests should be accompanied by appropriate supporting documentation. Students missing exam due to unexpected situations should contact the instructor within 6 hours of the exam start date/time to determine if she/he is eligible to take the makeup exam. The instructor will review all requests.
and authorize eligible students to take makeup exams for missed exams. All make-up exams will be consolidated and scheduled on a date announced by the instructor. Makeup exam will not be given at other times. THERE WILL BE NO MAKE-UP FOR THE FINAL EXAM.

**Group Activities**
The group activities and grading will be explained in a separate document titled “INFO3130-090Spring2014-GroupActivities.pdf” and posted on the class website in Moodle 2.

**In-class Assignments**
During the semester, the instructor will give various short-duration assignments to be completed in class. The assignments include problem-solving activities in class. The points and weights for each assignment will be announced by the instructor. He will also announce if an assignment should be completed individually or in groups. Your performances in all of these assignments together will count towards a maximum of 8% of the final grade. There are **NO MAKE UP** for in-class assignments, irrespective of the reason for a student missing the assignment.

**Attendance**
Regular attendance is necessary for doing well in this course. You are expected to attend punctually all scheduled sessions and are responsible for completing the work from all of the class meetings. You are responsible for any material covered, announcements made, assignments distributed, and any other type of work you may miss during any absence from class. The exams may contain material discussed in the class but may not be in the posted powerpoint slides or handouts.

Attendance will be taken at random in class during the semester and will be counted towards your grade (as specified later in this document). Attendance will be an important factor in making borderline grade decisions. Students with three or less absences or delayed attendance out of the total attendance taken will be better positioned for favorable outcomes in borderline grade situations than students with more absences or delayed attendance. Besides, there are a number of good reasons to attend all classes:

- some topics discussed in the class are not covered adequately in the textbook and the instructor may present alternative and better approaches.
- **historically, those who skip the class tend to make less than their target grades.**
- **instructor may refuse to answer questions already covered in class but missed due to absenteeism.** A student that misses a class is responsible for obtaining any needed information (e.g., notes, announcements) from fellow students.

*Tardiness or early departure is highly disruptive and is strongly discouraged in my class. Recurrence of such disruptive behavior will lead to deduction of points and the student being asked to leave the class.*
Class participation
Meaningful participation in class includes answering questions posed to the class by the instructor, adding insightful comments or information to the topics being discussed, sharing information relevant to the discussion topic, and asking thoughtful questions that raise the level of discussion for the benefit of the entire class. However, students should refrain from discussions or behavior that disrupts the general learning environment in the class. Such disruptive behavior will be treated seriously and will result in loss of grade points.

Attendance and class participation points:
Attendance and class participation points will be determined as follows: The proportion of the classes you were present out of the total number of days when attendance is taken will count for a maximum of 3%. There will be quizzes conducted at various points in the semester, with or without prior warning. There will be no make-up for missed quizzes, irrespective of the severity of the reason for missing the quiz. However, each student will be allowed to drop one quiz (due to absence or low grade). Overall quiz performance will count for a maximum of 2%. There will be an extra participation credit of maximum 2% for students who participate in a meaningful way by raising good questions in class, providing insightful comments, and sharing relevant experience to help in the learning of topics being discussed in class. This participation extra credit is awarded at the sole discretion of the instructor and he will have the final say in determining which student deserves how many points in this category. Please avoid extensive discussions or arguments with the instructor on the points awarded in this category.

Class conduct
Disruptive behavior in class distracts from the ability of others to profit from their in-class experience. Such disruptive behavior includes arriving late, leaving early, cell-phone interruptions, using smartphones in class without the instructor’s explicit permission, surfing the net during the class, side conversations between two or more students during lecture, unnecessary comments that add no value to class, and any activities that negatively impact the ability of other students to learn and/or listen in class. Such behavior will be considered rude and inappropriate and 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 engage in disruptive behavior. In particularly egregious and/or recurrent cases, I will have the student permanently removed from the class.

Please avoid spending class time working on assignments for other classes, checking e-mail, surfing the Web, or printing out homework. Repeated engagement in such behavior will be reflected in lower grades and may lead to removal from the course.

Electronic Devices in Class
Students are permitted to use computers during class for note-taking and other class-related work only, but this should be done without distracting other students and without distracting you from the topic of discussion. Those using computers during class for work not related to this class must leave the classroom for the remainder of the class period.

However, use of cellular phones, pagers, CD players, radios, and similar devices are not allowed to be used once the class starts. Cellular phones MUST BE TURNED OFF/SILENCED

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DURING CLASS and students are strongly discouraged from checking their cell-phone messages when the class is in progress. Pagers, if you have any, must be set to vibrate, rather than beep. Use of instant messaging, email or other communication technologies during class time is not allowed. Calculators and computers are not allowed during examinations and quizzes, unless specifically allowed by the instructor.

*I will take very seriously any disruptive behavior in my class. Students in my class should feel free to let me know if any electronic device usage behavior of fellow student/s is distracting her/his learning experience. Such complaints will be treated as confidential, but will help me to take appropriate actions to make sure that such distractions are eliminated and there is a positive learning environment in the class.*

Students violating the electronic devices policies will be marked for disruptive behavior and may be asked to leave the class. Their grade will also be affected according to the rules of class participation points.

**Quality of Work**
The expectation is that all your submitted work will be of **professional quality** both in terms of **content and presentation**.

- Spelling, grammar, punctuation, clarity of expression, and presentation will count in every piece of work you do for this course. If you have trouble with spelling, grammar or punctuation, have someone proofread your package.
- Your grade will be based on what you say or write and how you present it. It becomes difficult to read for content if the mechanics are sloppy, and a superior job may not be recognized as such if presented in an error-laden package.
- Good ideas sloppily expressed will receive mediocre grades, as will flashy presentations that lack content.
- Students whose native language is not English must meet the same quality requirements as others.

All work submitted for evaluation (including group and individual work) must be neat and clearly marked indicating the question/case to which it relates. Work submitted online must have all files named appropriately so that the instructor can easily understand what the file represents. The instructor will not spend time going through all your files in order to find your submitted work. Even though this is not a language class, the instructor will deduct points for typos or grammatical errors in submitted work. Whether it is individual work or group work, it is a good idea to thoroughly review it before submitting it. **Do not ask/expect the instructor to review your work before submission for opinions or feedback.**

**Team Work**
For group activities, each team is responsible for organizing itself, dividing up the work, and deciding how relative contributions should be measured. It is your responsibility to **promptly** inform the instructor of any dysfunctional team dynamics and to solicit his help.
It is the responsibility of the team to ensure that all team members understand all concepts related to the completed projects and presentations. The instructor may ask questions about any completed project to any team member and any incomplete or unsatisfactory answers will affect the team grade. *The instructor may announce additional measures to obtain feedback on group member contributions and institute appropriate grade penalty for lack of participation. However, this grade penalty will be limited to the course-work that is group-based.*

**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. The extra-credit may include bonus questions in the exams. No extra-credit opportunities will be given after 4/15/2014. The total points from all the extra-credit combined are not expected to exceed 5% of the overall grade points. I strongly recommend that you do not depend on any extra credit opportunities to improve your grade later in the semester.

**Grade Appeals**
If you believe that the grade you received on an assignment, exam or other graded course component was in error or unfair, you can appeal to the professor in writing within 5 calendar days of the receipt of your grade. 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 late in the semester.

**Incomplete grade policy**
An “incomplete” is not based on a student’s failure to complete a given 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, the student's work to date, and before the interruption, should be passing, and the student should provide proper written proof (e.g., a doctor's note), in order to get an 'I' grade.

**Exam Ownership**
Exams take many hours to prepare and, as a form of intellectual property, belong to those who create them (your professors). Consequently, exams must remain in my possession or under my control at all times unless you are given explicit written permission to keep them.

This means that exams cannot be taken out of the room during their administration or during their review at a later class meeting, unless permitted by the instructor.

Students are encouraged to review their exams during office hours or by appointment for study purposes. However, failure to return an exam after taking or reviewing it or removing an exam from my presence at any time will be considered theft of intellectual property. Such action will result in an exam grade of zero and may warrant further disciplinary action.

**Accommodation for Disabilities**
In compliance with the Americans with Disabilities Act (ADA) and university policies, all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please
contact the Office of Disability Services, who are very good and offer excellent service, and notify the instructor during the first week of class of any accommodations needed for the course.

**Academic integrity**
As a program that helps to create business and government leaders, the College of Business has an obligation to ensure that 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 that of the student's own efforts and thinking process.

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). 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.

For this class, it is permissible to assist classmates in general discussions of computing techniques, for non-graded work. General advice and interactions are allowed when discussing non-graded work. Each student, however, must develop her/his own solutions to any graded assignment or lab exercises. Students may not collaborate on graded assignments or lab exercises, unless explicitly permitted by the instructor to work in groups. 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 a graded assignment, contact your instructor, 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 honor code of academic integrity will 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 with the instructor to discuss the situation. Also, students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

If you do not have a copy of the code, you can obtain one from the Office of the Dean of Students.
**Course Changes**
The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Changes will be announced on the class page in Moodle 2.

**Class Schedule**
The detailed and latest class schedule will be available through the class page in Moodle 2.

**Have a great semester this Spring at UNCC.**

_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._