

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

**INFO 3130-005: MANAGEMENT INFORMATION SYSTEMS
Spring 2014**

Class Website and Primary communication channel: Moodle @
<http://moodle.uncc.edu> (Login using your 49er credentials and select INFO-3130-004-Spring 2014)

Instructor: Dr. Monica Johar
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Teaching Assistant: TBD

Class time: TR 2:00-3:15pm
Venue: Lectures: Friday 141
Office hours: T 3:15pm-4.15pm
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 be familiar with the IS terminology related to 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.

Course Materials

1. **Text book (Required):** *Management Information Systems* 12th Edition by Kenneth C. Laudon and Jane P. Laudon, Prentice Hall. 2012. ISBN: 0-13-214285-6 (ISBN 13: 978-0-13-214285-4)
2. **Moodle:** In addition, handouts, power-point slides, and other documents to help during class discussion or class work will be posted on Moodle. You can print the posted material and bring them to class. Please note that I will not provide printed copies of any of the posted materials in the class.
3. Tentative Schedule

Date	Topic	Assigned readings	Homework due
1/9	Introduction and Course Overview	Syllabus	
1/14	Information Systems in Global Business Today	Chapter 1	
1/16	Information Systems in Global Business Today	Chapter 1	
1/21	Global E-Business and Collaboration	Chapter 2	
1/23	Global E-Business and Collaboration	Chapter 2	
1/28	Information Systems, Organizations, and Strategy	Chapter 3	
1/30	Information Systems, Organizations, and Strategy	Chapter 3	
2/4	Databases and Information Management	Chapter 6	
2/6	Databases and Information Management	Chapter 6	
2/11	Databases and Information Management	Chapter 6	
2/13	Excel Assignment and Demonstration		
2/18	TBA		Database Assignment Due
2/20	EXAM 1		
2/25	Enhancing Decision Making	Chapter 12	

Date	Topic	Assigned readings	Homework due
2/27	Enhanced Decision Making	Chapter 12	Excel Assignment 1 Due
3/3	Spring Break - No Classes ☺		
3/7			
3/11	Telecommunications, the Internet and Wireless Technologies	Chapter 7	
3/13	Enterprise Applications	Chapter 9	
3/18	Enterprise Applications	Chapter 9	Project Presentations and Reports Due
3/20	Project Discussion – Business Analytics		
3/25	Exam 2		
3/27	E-Commerce	Chapter 10	Excel assignment 2 Due
4/1	E-Commerce	Chapter 10	
4/3	Decision Support Systems : Access Assignment discussion		Extra Credit
4/8	TBA		
4/10	Securing Information Systems	Chapter 8	
4/15	Securing Information Systems	Chapter 8	
4/17	Building Information Systems	Chapter 13	
4/22	Building Information Systems	Chapter 13	
4/24	Ethical and Social Issues in Information Systems	Chapter 4	Access Extra Credit Assignment due
4/29	Review for finals		
5/6	Exam 3		

Grading

Exams	70%
Application Assignments (Excel 1 and 2)	10%
Group Project	10%
Database Assignment (Chapter 6)	5%
Judgment and Class Participation	<u>5%</u>
Total	100%

To compute your final letter grade use the following scale:

A \geq 90% B \geq 80% C \geq 70% D \geq 60%

Grades will be posted on Moodle after each exam or assignment is graded. Access to your grades will be through Moodle. **The grade distribution and scale are subject to change. Depending upon how the entire class performs in each exam I will curve the grades if required.**

Assignments:

Assignments will involve the use of Microsoft Office 2007. Application assignments will be assignments relating to Excel and Access. You must use Microsoft Office 2007 or newer; previous versions of the Microsoft Office are *not* allowed. **Assignments must be submitted through Moodle; submission of electronic copies by e-mail or CDs is not acceptable. Your NAME and ID should appear on the top of each page that you submit.** All assignments should be completed on time and submitted on Moodle before the submission deadline as shown on Moodle. Assignments submitted after the deadline will be considered late. A penalty of **20% of the assignment value per day** (including weekends) is assessed on late assignments beginning on the day due.

Questions on Exams:

Questions on the Exams will be taken from the assigned readings of texts, class lectures and assignments. Exams will consist of true/false and multiple-choice type questions and short note questions. If the answer to a Exam question is disputed, the student should submit a written appeal, citing the source (text page) to the instructor. The instructor will take these appeals into account during grading. If you know in advance that you will miss an exam, contact the instructor and make arrangements for a possible make-up exam. Please make sure you get Scantron # 65628PCN0893, (which includes 200 items) for the exams.

Missed Exams

If an Exam is missed, a **COMPREHENSIVE** Exam covering all material for the course will be given in place of (**and at the same time as**) Exam 3 and will count for Exam 3 and the missed exam. Whether you miss one exam or two exams you will need to take the comprehensive final covering the entire text in order to compensate for the missed exam/s.

THERE WILL BE NO MAKE-UP EXAM FOR A MISSED COMPREHENSIVE EXAM

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. Attendance will be taken at random during the semester and will be counted towards class participation points. You are responsible for any material covered, announcements made, assignments passed out, and any other type of work you may miss during any absence from class. The quizzes, mid-term exams and final exam may contain material that is not in the slides or handouts but was covered in the class.

Tardiness or early departure is disruptive and is, of course, strongly discouraged.

Class behavior

Inappropriate behavior in class distracts from the ability of others to profit from their in-class experience. Such inappropriate behavior includes arriving late, leaving early, talking, surfing the net during the class, 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 class 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, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Cellular phones **MUST BE TURNED OFF DURING CLASS** and students are strongly discouraged from checking their cell-phone messages when the class is in progress. Pagers must be set to vibrate, rather than beep. Use of instant messaging, email or other communication technologies during class time is prohibited. You may use a laptop to take notes during the class, but this should be done without distracting other students and without distracting you from the topic of discussion. Calculators and computers are prohibited during examinations and quizzes, unless specifically allowed by the instructor. *I will take very seriously any complaints from fellow students who are distracted by non-class related use of electronic devices by any student.*

Students violating these 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 (pages 2 and 3 of this document).

Quality of Work

The expectation is for **professional quality** work 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

The Group Project is a team exercise. 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.*

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 10 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.

Incomplete grade policy

The incomplete 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 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 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), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please 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 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 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). 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. General advice and interactions 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 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.

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.