Course content is available via Canvas: [https://uncc.instructure.com/courses/72601](https://uncc.instructure.com/courses/72601)
Instructor: [Shelby Setzer](mailto:Shelby.Setzer@uncc.edu) | Office Hours: on-demand | Office: Friday 341A

**Textbook and Materials**

   a. You **do not** need the online access card to myLab!

2. Lecture presentations, assignments, and additional course materials will be posted and managed via Canvas.

**Prerequisites:** MATH 1120; STAT 1220; ACCT 2121, 2122; ECON 22101, 2102; INFO 2130; with grades of C or above, and Junior Standing.

**Catalog Description**

Impact of Information Systems on management decision-making activities. Principles of the structure and analysis of information flows 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.

**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

Canvas Grade Display
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.

Extra Credit, Rounding Up, and Partial Points
There is no extra credit assigned for this course. Rounding up, or bumping a grade percentage up to a higher letter grade, is not optional. No partial points for missed or late assignments will be granted.

Individual Assignments/Labs
Each student will complete a set of assignments/labs that will require the use on an analytical tool. The assignments/labs must be submitted via Canvas by the due date in order to receive credit. No late submissions will be accepted. A grade of zero (0) will be given for any assignment that is not submitted on time.

Group Project
Students will be assigned into groups of six people to complete, submit, and present a project based on a topic that aligns with the course objectives. Two groups cannot have the same topic therefore topics are assigned by the instructor.

The Group Project is made up of Assignments, Labs, Presentations, Reviews. While you will work together as a group, you will be graded individually. The purpose of this grading style is to ensure that all group members participate equally. Those members who choose not to complete their share of the project will be graded for what they do. Further details pertaining to the Group Project can be located on Canvas.
Exams

There will be a Midterm Exam and a Final Exam. The course instructor has opted to eliminate two exams in order to place more emphasis on hands-on lab assignments. Any changes will be addressed via Canvas Announcements and in class.

Should a student miss an exam as a result of missing a class, the student will receive a grade of zero. In the event that the excuse is approved before the date of the examination (proper documentation is required!) then the student will take the make-up exam within three school days (M-F).

If a student is aware of a pending absence during the semester, the student may take an exam early by scheduling it with the instructor. Advanced notice and official documentation is required and confirmation must be provided by the instructor before an exam can be taken early. There will be no make-up exams after the fact, except in extreme emergencies and with proper documentation.

Exams are closed book and notes, no exceptions. Items such as those listed below are required to be powered off, enclosed in a book bag, and placed against the back wall of the exam environment:

- Textbooks
- Hats
- Earphones
- Cell Phones
- Smart Watches
- Notes/Paper
- Headphones

Any student caught using any of the above items during an examination will be asked to leave the exam room immediately and will be given a grade of zero (0) on the exam.

The instructor has the right to request a student leave the exam environment if there is a suspicion of cheating/academic dishonesty. The instructor may also request a student retake an examination due to suspicion or evidence of cheating/academic dishonesty. If a student chooses not to retake an exam, the instructor has the ability to give the student a grade of zero (0) on the exam as well as begin formal procedures for cheating/academic dishonesty.
Course Grade Weights

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>15%</td>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>80 – 89.99</td>
<td>B</td>
</tr>
<tr>
<td>Group Project</td>
<td>20%</td>
<td>70 – 79.99</td>
<td>C</td>
</tr>
<tr>
<td>Labs</td>
<td>25%</td>
<td>60 – 69.99</td>
<td>D</td>
</tr>
<tr>
<td>Quizzes/Participation</td>
<td>20%</td>
<td>0 – 59.99</td>
<td>F</td>
</tr>
</tbody>
</table>

*The final letter grade will be calculated based on this 10-point scale. There is no rounding up.

Policies

Attendance & Participation
It is recommended that students attend all lectures, labs, quizzes, examinations and presentations to gain the most from this course. Students who have missed more than two class meetings begin to see an affect in the overall course grade due to missing valuable instruction and information given during each class discussion. Class attendance is highly correlated with learning the material and performing well on the course examinations. Any course work (individual or group) missed during an absence or coming to class late or leaving class early will result in a grade of zero (0).

More than 75% of your exam and quiz questions will come from in-class assignments, lab work, and participation. It is each student’s responsibility to check Canvas and inquire with classmates/group members as to any missed information.

Class Preparation
Students are expected to study all assigned materials prior to each class lecture. Additionally, students should be prepared to take a quiz on assigned materials and participate in discussion of the content during class.

Class Cancellation
In the event that the instructor is unable to attend class or the University is closed unexpectedly, assume the material will be moved forward to the next class meeting unless otherwise specified by the instructor. There may be occasions in which the class will use the MIS application, WebEx, which is available via Canvas, as an alternative communication method. Check Canvas and your UNC Charlotte email address for updates from your instructor.
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
- Lab assignments
- Written assignments
- Studying for quizzes and exams

All students must complete each individual assignment/quiz on their 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 (0) for the assignment with a possibility of 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 list of prohibited conduct in Code as violating these standards:

A. Cheating
B. Fabrication and Falsification
C. Multiple Submission
D. Plagiarism
E. Abuse of Academic Materials
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 UNC Charlotte 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 Accommodations 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.

Disability Accommodations

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services during the first week of class. For more information regarding accommodations, please contact the Office of Disability Services at 704-687-4355 or stop by their office in Fretwell 230.

Withdrawal from Class

The administration of this institution has set guidelines for withdrawal from any college-level courses. These dates and times are published in that semester’s course catalog. Administration procedures must be followed. It is the student’s responsibility to handle withdrawal requirements from any class.

The instructor cannot drop or withdraw a student from any class. The student must complete the proper forms to ensure that they will not receive a final grade of “F” in a course if the student chooses not to attend the class once they are enrolled.

Incomplete Grade

As per University policy, incomplete grades will be granted when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. This missing work must be completed by the deadline specified by the instructor or during the next semester (Fall or Spring) in residence, but no later than 12 months after the term in which the “I” grade was assigned, whichever comes first. If the “I” grade is not removed during the specified time, a grade of “F”, “U”, or “N” as appropriate is automatically assigned. **The grade of “I” cannot be removed by enrolling again in the same course.**
Classroom Policies

Due Dates
Individual assignments must be submitted via Canvas by the date/time which it is due.
- Late homework will not be accepted
- Not turning in an assignment on time will result in a grade of zero (0)

In the event a student is unable to submit an assignment on the date that it is due, the student is responsible for making arrangements to turn the assignment in early.

Grade Appeals
In the event that a student believes that the grade that they received on an assignment or exam was in error or unfair, the student can appeal to the professor in writing within 7 calendar days after the grades are posted. The appeal should clearly state the reasons why the grade is believed to be unfair or the nature of the error. Overdue appeals will not be considered.

Class Behavior
Disruptive behavior distracts from the learning experience of others. Such behavior includes, but is not limited to:
- Arriving late
- Leaving early
- Having side conversations
- Making unnecessary comments that add no value to the class
- Texting
- Surfing the net
- Eating
- Painting nails
- Any activities that negatively impact the ability of other students to learn and/or listen in class

Use of Electronic Devices in Class
Use of computing, communication, or other devices during the class time for purposes other than those required for the class is prohibited and may result in being asked to leave the classroom for the remained of the class period. This includes the use of laptops, lab computers, phones or other devices for:
- Internet browsing
- Game playing
- Emailing
- Texting
- Chatting
• Social media (Facebook, Twitter, Snapchat, etc.)
• Activities not required for class

### Student Responsibility
- Communication with the instructor and group members
- Assignments – complete and submit
- Attendance and Participation – be in class for quizzes, discussions, lecture, labs, exams
- Adhere to official UNC Charlotte policies
- Adhere to class/lab policies

### 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 exams during office hours
- All electronic and mobile devices such as cell phones, laptops, tablets, etc. must be kept silent during the lecture

### Statement of 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.