

# **INFO 3130-003 | MANAGEMENT INFORMATION SYSTEMS**

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TR 3:30-5:00

*My preferred method of contact is by email. I will try to respond to all emailed questions within 24-48 hours.*

## **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.

## **Pre or Co-requisite:**

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

## **Meeting Times:**

MWF | 11:15 AM - 12:05 PM

## **Course 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:

- To be familiar with the IS terminology used to support
- To develop an understanding of IS, their conceptual and technical foundations, users, components, missions, and capabilities.
- 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.

- To gain critical thinking skills needed to solve business problems with IS.

## General Education Objectives:

Students will demonstrate the ability to leverage technology in a dynamic business environment:

- Students will demonstrate the ability to manipulate data within spreadsheets.
- Students will demonstrate knowledge of the use of information systems.
- Students will demonstrate knowledge of information systems privacy and security issues.
- Students will demonstrate knowledge of the use and impact of emerging technologies.
- Students will demonstrate the ability to transfer knowledge from one technology to a new technology.

## Required Materials:

Text book: Essentials of Management Information Systems, 14th Edition (Required). Pearson (ISBN 10: 0-13-650081-1, ISBN 13: 978-0-13-650081-0, 978-0-13-650108-4, 978-0-13-650108-7) **Note: book only, no on-line access code required.**

## Course Format & Expectations:

This syllabus contains the policies and expectations I have established for INFO 3130. Please 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.

### Course Format

This course will be delivered in-person. If any adjustments need to be made some lectures may change to another format. All students will be notified in advance via the announcements section.

### Course Activities and Groups

The course is designed to engage you in class activities. All students are expected to meet regularly every Monday, Wednesday, Friday. The sessions will include lecture time as well as time for demonstrations, applications, discussion, polls, and problem-solving. Try to manage your schedule and time for activities or assessments by the due dates.

Activities will range from the following:

1. Online Quizzes - 10 questions, multiple-choice and/or true-false
2. Online Exams - There are three online exams this semester, not including the final exam. Online exams will be administered via Canvas. You will be given an adequate amount of time on the exam day to access the exam but once you begin, exams are timed and need to be completed within 50 minutes.
3. Online Comprehensive Final Exam - This exam can be considered optional as the lowest score between your 3 exams and the final exam will be dropped. Please be advised that if you do not take the final exam, your final grade will reflect your performance on the first three exams and the other course elements. Please read more details about this exam in the exams policy part of the The exam will be administered on Canvas. You will be given an adequate amount of time on the exam day to access the exam but once you begin, exams are timed and need to be completed within that deadline.
4. Individual Learning Assignments - You will have individual assignments to work on throughout the semester to connect your learning to professional skills. You will be expected to work independently through each assignment and submit them via Canvas before the assigned due date.
5. Group Assignments - Students will be put into groups of 5-8. Each group assignment will be graded and all group members will receive the same grade. If a group member fails to participate or fails to contribute, the group can request a conference to discuss alternative grading.
6. Attendance and participation - Attendance may be taken each day either by a sign in sheet or Poll Everywhere. Participation is assessed via productive class participation, discussions, Poll Everywhere questions, etc.

## Grading Criteria:

Course Element	Value
Exams [3 @ 180 points]	
Comprehensive Final Exam - It can be considered optional as the lowest score between your 3 exams and the final exam will be dropped.	540
Online Individual Learning Assignments (ILA) [3 @ 100 points]	300
On-line Quizzes [8 @ 10 points]	80
Group Assignments [2 @ 25 points]	50
Attendance & Participation	30
<b>Total</b>	<b>1000</b>

## Grading Scale:

A 100 % to 90.0%

B <90.0 % to 80.0%

C <80.0 % to 70.0%

D <70.0 % to 60.0%

F <60.0 % to 0.0%

## Attendance & Participation:

Attendance and participation are expected since they are part of ACTIVE LEARNING. Attendance may be taken RANDOMLY IN CLASSES AND at any point during the class (beginning, middle, and end). Tardiness or early departure are disruptive since they affect others in the class and are, of course, discouraged and will be reflected in the attendance grade as absences. Absence from a class session also implies zero participation for that session.

Absences from class may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences. Appropriate documentation may be requested. Every student is expected to study the textbook and other posted materials (notes, solutions, etc.) prior to each class session. Students must be prepared to answer questions on the "current" topic.

Keep the instructor informed about your absences and any issues regarding class participation, well in time. 50% of the class participation grade will reflect your attendance in the class while the remaining 50% will be subjectively based on positive class engagement and participation.

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.

Students are expected to study the textbook and other posted materials (notes, presentations, etc.) prior to each respective session and be ready to intelligently contribute to active class discussions and answer questions related to the current topics.

## Course Policies:

### General Policies:

This syllabus contains the policies and expectations I have established for INFO 3130. Please 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.

## Classroom Conduct:

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

## Exams Policy:

Three semester exams and a cumulative final will be administered. The cumulative final exam can be considered optional as the lowest score between your 3 exams and the final exam will be dropped for a total of three exam grades (180 points each) being used in the final grade calculation. Students may choose to take all four exams and drop the lowest. Please be advised that if you do not take the final exam, your final grade will reflect your performance on the first three exams and the other course elements.

Example: Student A scored 140, 150, and 160 points on their first three exams for a total score of 450 points. By electing to take the final, the score of 140 could be replaced by a better score on the final but the final will **NOT** negatively impact their grade if they score less than 140. If they elect not to take the final, they will receive 450 points for their exam performance for the semester. Please see the Grading Criteria section for details on the evaluation of other course elements.

Should a student miss an exam, that student will receive a grade of zero (0) for that exam. No early or make-up exams are allowed (unless under unusual circumstances) since you can replace a lower exam grade with the optional final exam. If you miss an exam you can take the optional final exam to replace the zero for that exam. There will be no make-up for the comprehensive final. Make-up exam accommodations will **NOT** be given except in cases of serious medical emergencies as evidenced by a written doctor's excuse.

Permission must be obtained from the professor **prior** to the scheduled exam time. If a student be granted a retake of a missed exam, the student must schedule and retake the exam within three school days.

Exams are closed book and notes, no exceptions. Questions on the exams will be taken from the assigned readings of texts, class lectures, and/or assignments. 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 copied, shared, or uploaded to any third-party website for any reason. Failure to abide by this requirement will be considered theft of intellectual property. Such action will result in an exam grade of zero (0) and may warrant further disciplinary action.

**Assignments Policy:** Students will complete individual learning assignments by the due date posted on Canvas. Late assignments will not be accepted after the due date and will

receive a grade of zero (0). Completed assignments cannot be reopened and assignment due dates cannot be extended for individual students.

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.

### Quizzes Policy:

Each quiz will be available online on Canvas for a specified period of time. It is your responsibility to take note of deadlines and complete the quiz prior to the deadline. If you miss the deadline, you will get a grade of zero for that quiz. Online quizzes are open-book and notes. No make-up quizzes are allowed since the lowest quiz will be dropped.

### Grades 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 instructor in writing within 3 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.

### Electronic Devices in Class:

The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class sessions and exam periods unless being used as a part of Poll Everywhere or at the instructor's discretion. Except in emergencies, those using such devices must leave the session for the remainder of the online class period and the class participation grade will be impacted.

### Laptop Policy:

All students in 3000 courses are required to have their own personal laptop computer which should adhere to the minimum requirements as per the laptop policy.

### Miscellaneous:

- The instructor reserves the right to change the course outline, and the course schedule.
- Assignments that are submitted late will receive a reduced grade or zero.
- There will be no extra credit offered for any individual student during the course.

### Webcam Use in the Classroom:

This course may require you to use a webcam for class sessions and/or assessments. Classes and assessments may be conducted using Zoom or other technology selected by your instructor which may use your computer's webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments.

Assessments may also be conducted using proctoring software, which may listen to you, monitor your computer screen, view you and your surroundings, and record (including visual and audio recordings) all activity during the proctoring process. Please contact your instructor if you are unable to comply or have any questions or concerns.

## University Policies and Notices:

### Academic Integrity:

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: <http://legal.uncc.edu/policies/up-407> ([Links to an external site.](#)) Faculty 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.

### Non-Discrimination:

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

### Religious Accommodation:

Students who, acting in accordance with this Policy, miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a [Request for Religious Accommodation Form](#) ([Links to an external site.](#)) to their instructor prior to the census date for enrollment for a given semester. The census date for each semester (typically the tenth day of instruction) can be found in [UNC Charlotte's academic calendar](#) ([Links to an external site.](#)).

### Student Grievances:

Student Grievances Students enrolled in courses at the University of North Carolina at Charlotte who would like to file a complaint regarding their experience may do the following: 1. Refer to the UNC Charlotte Student Grievance Procedure. Students may also contact UNC Charlotte's regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges. 2. Students residing outside of North Carolina while attending UNC Charlotte may file a complaint in their state of residence.

As required by federal regulations, students are directed to the list of resources here, compiled and updated by the State Higher Education Executive Officers.

### Withdrawals:

Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

### Incompletes:

The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, and no later than 12 months. If the I 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, and students should not re-enroll in a course in which they have been assigned the grade of I. University policy addressing Incompletes.

### FERPA Notification:

In establishing [University Policy 402, Student Education Records \(Links to an external site.\)](#), UNC Charlotte adheres to a policy of compliance with the [Family Educational Rights and Privacy Act of \(Links to an external site.\) 1974 \(Links to an external site.\)](#), also known as FERPA, a federal law that affords students the following rights with respect to their education records. For details, see the [FERPA Annual \(Links to an external site.\)Notification \(Links to an external site.\)](#) posted on the Office of Legal Affairs website. All questions concerning this FERPA Annual Notification may be directed to the attention of the [Office of the \(Links to an external site.\) Registrar \(Links to an external site.\)](#).

### Student Support:

#### Disability Support Services:

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.

The Office of Disability Services works with current undergraduate and graduate students along with prospective students to ensure equal access to UNC Charlotte's campus and educational programs.

All services are dependent upon verification of eligibility. Once approved for services, students receive accommodations which are based upon the nature of an individual's disability and documented needs. Students are strongly encouraged to register or check-

in for their accommodations with a Disability Services counselor as soon as they have registered for classes. Accommodations are not retro-active and will not begin until the student notifies his or her faculty by providing the Letter of Accommodation.

Please visit the Office of Disability Services at [for additional resources](#), email questions to [disability@uncc.edu](mailto:disability@uncc.edu), or call 704-687-0040 (tty/v) for more information.

### Accessing Help/Mental Health Services:

Mental health concerns or stressful events may reduce a student's ability to participate in daily activities or diminish academic performance. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Counseling & Psychological Services (CAPS) website at [caps.uncc.edu \(Links to an external site.\)](http://caps.uncc.edu).

### Student Support Services:

Be sure to take advantage of the wealth of resources and support available at UNC Charlotte. Some of the resources available to you include the University Writing Resource Center, University Counseling Center, and the J. Murrey Atkins Library.

- [University Center for Academic Excellent \(UCAE\) | \(704\) 687 7837 | uncc- \(Links to an external site.\)](#) [\(Links to an external site.\)](mailto:ucae@uncc.edu)
- [University Writing Resources Center \(WRC\) | 704-687-1899 \(Links to an external site.\)](#) | wrchelp@uncc.edu
- Veteran Student Services | 704-687-5488 | [veteranservice@uncc.edu](mailto:veteranservice@uncc.edu)
- [University Counseling Center | 704-687-0311 \(Links to an external site.\)](#)
- [Multicultural Resource Center | 704-687-7121 | \(Links to an external site.\)](#) mrc@uncc.edu
- [List of computer labs on campus \(Links to an external site.\)](#)
- [Atkins Library Laptop Lending program](#)