



## INFO 3130 | Management Information Systems | 3 credits

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**TA Office Hours:** by appointment, email to schedule

*No emails regarding content covered in this syllabus or FAQs in Canvas Help forum will be answered until the student completes “The Syllabus Quiz” on Canvas which reviews such content. Any questions pertaining to this quiz content may be answered by your peers on the Canvas Help Forum.*

*My preferred method of contact is by email. I will respond to all emailed questions within 48 hours Mon-Fri. I can provide limited responses on weekends and after 5pm. **When emailing the instructor or graduate assistants, proper subjects lines containing your course and section number are required. (Example: INFO 3130 004). Messages missing proper subject lines will be deleted for security reasons.***

### 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.

### Prerequisites:

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

## Meeting Times:

On-line, synchronously via Zoom Monday, Wednesday

Section 004: 2:30 PM – 3:45 PM

Section 005: 4:00 PM – 5:15 PM

The joint links to the Zoom sessions can be found in Canvas from the course homepage.

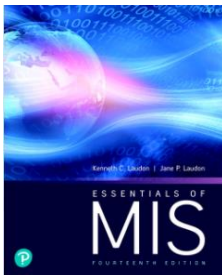
## Course Objectives:

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 business.
- 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.

## Course Materials:

- Text book: *Essentials of Management Information Systems*, 14<sup>th</sup> 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.**



- Lecture slides, assignments quizzes, and additional course materials will be posted and managed in the course section on [Canvas](#).
- You must have a Wi-Fi enabled device to be able to use Poll Everywhere in this class.
- You must have your own personal laptop computer which should adhere to the [minimum requirements](#)

- Respondus Monitor: a software-based video test proctoring system. Additional information can be found on Canvas.
  - Technical Requirements:
    - NOTE: Does **NOT** work on Chromebook, Android, iOS, Kindle, or other mobile devices, etc.
    - Windows 7, 8, or 10
    - Mac OS 10.12 – 10.15
    - Web camera (internal or external) and microphone
    - Lockdown Browser (set up in Canvas)
    - Broadband internet connection

## Course Format and 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.

### Online Synchronous Course Format

This course will be delivered in an **online synchronous** format. Part of it will be delivered online (through Canvas), and the other part will be conducted online synchronously via Zoom. You can find the link to each scheduled Zoom session from the Canvas course homepage.

### Course Activities and Groups

The course is designed to engage you in a process of pre-class activities (online), in-class activities (Zoom sessions), and post-class activities (online).

- All students are expected to meet online regularly every Monday, Wednesday:
  - Section 004: at 2:30 pm
  - Section 005: at 400 pm

### *In-Class Activities (Zoom session)*

Students attend a Zoom session two times per week. The Zoom sessions will include lecture time as well as time for demonstrations, applications, discussion, polls, and problem-solving. Our Zoom sessions are intended to elaborate on and supplement the pre-class readings, not merely to regurgitate this material. Occasionally, we will have review sessions.

### *Pre- and Post-Class Activities (Online)*

You will do your best and get the most from this course if you prepare well and read the assigned materials **before** class. You are responsible for working independently online to complete all assigned activities in Canvas by the due dates (as applicable). Pay close attention to the order of activities and read the chapters in the order specified in the schedule.

Students should not consider the online portion of the week as being “off,” but rather to switch into a different style of self-learning, reviewing, practicing, and checking in on discussions during the week. Try to manage your schedule and time on the computer at home to work online activities or assessments by the due dates.

Online activities will range from the following:

**1. Online Quizzes**

Typically, there will be a weekly online quiz in Canvas. After completing the pre-class readings, you must complete the quiz for that week (10 questions, multiple-choice and/or true-false). The lowest score of your 11 online quizzes will be dropped.

**2. Online Exams**

There are three online exams this semester, not including the final exam. Online exams 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 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 syllabus. 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 2 hours and 15 minutes.

**4. Individual Learning Assignments**

You will have individual assignments to work on throughout the semester to connect your learning to professional practice. You will be expected to work independently through each assignment and submit them before the assigned due date.

### Grading Criteria:

Course Element	Point Value
Exams: (3 @ 180 points each)	540
Comprehensive Final Exam – It can be considered optional as the lowest score between your 3 exams and the final exam will be dropped	
On-line Individual Learning Assignments (ILA) (3 @ 100 points each)	300
On-line Quizzes (10 @ 10 points each)	100
Zoom Session Participation	60
<b>Total</b>	<b>1000</b>

**Note:** Active participation is required for Zoom Sessions participation points.

### Grading Scale:

A: 900 and above

B: 800-899

C: 700-799

D: 600-699

F: below 600

### Course Policies:

#### Syllabus Revision:

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by Canvas announcement or email notice.

#### Workload:

This 3-credit course requires (3) hours of classroom or direct faculty instruction and six (plus/minus 3) hours of out-of-class student work each week to be successful in the class. Out-of-class work may include but is not limited to: required reading, library research, written assignments, and studying for quizzes and exams.

#### Exams Policy:

Three semester exams and a cumulative final will be administered using the Respondus Monitor. Please see the FAQ's in the Help forum for a list of behaviors that may be flagged as high-risk behaviors. The list is NOT exhaustive. 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.

### **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. I do not discuss individual student grades over email and do not negotiate grades. Students who like to review their exams individually must schedule a time during office hours **within 5 days of when grades are posted** to do so. No grade reviews or grade changes will be done beyond this 5-day period.

### **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.

Students will use Microsoft Access, Microsoft Excel and SPSS Modeler to facilitate business decision making. All software is available for free and can be found in the Friday building, 2<sup>nd</sup> floor Lab, Room 216 or in Apporto. Students are not expected to purchase licenses for these solutions. The assignments must be submitted on Canvas. Detailed step by step instructions will be provided with example data via on-line videos. All changes in assignments or schedules will be posted on Canvas. It is your responsibility to keep up with the changes that are posted on Canvas.

If a student has technical issues submitting (uploading) the assignment, they must email proof of the system error along with all required components of the assignment **before** the due date. Technical issues **completing** the assignment will not be given extensions as students have at least two weeks to complete their work.

### **On-line Quizzes Policy:**

There will be eleven on-line quizzes – one quiz cover material on the syllabus and all others will cover various textbook chapters. Each quiz will be available on-line 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. **On-line quizzes are open-book and notes. No make-up quizzes are allowed since the lowest quiz will be dropped.**

### **Zoom Session Conduct:**

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in Zoom session 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 dialogue can proceed in an orderly fashion. You should expect that if your conduct during Zoom session discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further, and your grade will be impacted.

### **Zoom Session Attendance Policy:**

Students are expected to punctually attend all scheduled Zoom sessions with their cameras on and to complete all of the course requirements. Zoom session quizzes will be used to check the on-going understanding of the course materials and they will also be used for the purpose of tracking class attendance and/or tardiness. **Zoom sessions quizzes will require the use of Poll Everywhere website link.** You must have a Wi-Fi enabled device (smartphone/tablet/laptop computer) during each session to be able to use Poll Everywhere. Please note that smartphones and tablets tend to experience a much higher rate of technical issues preventing students from obtaining full participation marks; these technical issues will not be excused.

Zoom sessions quizzes are intended to encourage class attendance, class engagement, participation, and provide immediate feedback to the students. Thus, Zoom sessions quizzes are only available when present in the class. There will not be any make-up for a Zoom session quiz if you miss it for any reason including excused absences. **Absence from a Zoom session implies zero participation for that session.**

Attendance may be taken at any point during the class (beginning, middle, and end) and may even be checked multiple times. Absences from Zoom session 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. A student may miss one Zoom session for any reason – no questions asked – and will be allowed to have their participation points excused for that class provided they notify the instructor of their absence **prior** to the next scheduled class session. However, additional absences will **NOT** be excused regardless of the reason unless it falls under the excused absence policy above.

NOTES: (1) Some topics discussed in the Zoom sessions are not covered adequately in the textbook, thus the instructor will present alternative approaches, and (2) historically, those who skip the Zoom sessions tend to make less than their target grades, and (3) the instructor will not answer questions due to absenteeism. A student that misses a Zoom session is responsible for obtaining any needed information (e.g., notes, announcements, assignments, etc.) from fellow students.

### **Attendance Policy:**

#### ***For COVID-19 / Pandemic Period***

All students must follow the [updates and instructions](#) related to Spring semester reopening posted on the [Niner Nation Cares website](#). For your own health and safety and that of your friends and families, make sure to adhere to the health and safety guidelines posted on the above links. Please do not treat these guidelines lightly.

Students are expected to attend every Zoom session and remain present for the duration of the session. Failure to attend a Zoom session may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

If you are absent from Zoom session as a result of a COVID-19 diagnosis or quarantine, please notify your instructor immediately and seek instructions to help you continue to make progress in the course. The specific instructions for this situation will be provided on a case-by case basis. The final decision for approval of all absences and missed work is determined by the instructor.



**Zoom Session Participation Policy:**

Participation refers to regular class attendance; contributing positively, constructively, regularly, and significantly to class discussions; and being well-prepared for class.

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.

**Course Preparation Participation:**

Students are expected to study the textbook and other posted materials (notes, presentations, etc.) **prior to each respective Zoom session** and be ready to intelligently contribute to active class discussions and answer questions related to the current topics. Effectively one chapter in the text will be covered each week (see schedule for details).

**Zoom Session Cancellation:**

If I am unable to attend a Zoom session or an unforeseen event arises in which the University is closed unexpectedly, assume the material will be moved forward to the next meeting unless otherwise specified.

**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 Zoom 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 on-line 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](#). In particular, students in INFO 3130 must have working webcam and microphone in their laptop.

**Miscellaneous:**

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

## Institutional Policies:

### **Zoom session recording**

Electronic video and/or audio recording is **not permitted** during Zoom session unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

### **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 on-line at: <http://legal.uncc.edu/policies/up-407> 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.

### **Sexual Harassment in Web-Based or Web-Assisted Courses:**

All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](#) and the policy on [Responsible Use of University Computing and Electronic Communication Resources](#). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

### **Diversity and Inclusion:**

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.

### **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.

**Title IX Policy**

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to [report the information to the Title IX Coordinator](#). Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center ([counselingcenter.uncc.edu](http://counselingcenter.uncc.edu), 7-0311); or (2) Student Health Center ([studenthealth.uncc.edu](http://studenthealth.uncc.edu), 7-7400). Additional information about your options is also available at [titleix.uncc.edu](http://titleix.uncc.edu) under the “Students” tab.

**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](#) 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](#).

**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. <https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy>

**Incompletes:**

Receiving a grade of incomplete (“I”) 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 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, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

**Student Support:****Disability Support Services:**

UNC Charlotte is committed to access to education. 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. Contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

**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-ucae@uncc.edu](mailto:uncc-ucae@uncc.edu)
- [University Writing Resources Center \(WRC\) | 704-687-1899 | wrchelp@uncc.edu](mailto:wrc@uncc.edu)
- [Veteran Student Services | 704-687-5488 | veteranservice@uncc.edu](mailto:veteranservice@uncc.edu)
- [University Counseling Center | 704-687-0311](tel:704-687-0311)
- [Multicultural Resource Center | 704-687-7121 | mrc@uncc.edu](mailto:mrc@uncc.edu)
- [List of computer labs on campus](#)
- [Atkins Library Laptop Lending program](#)
- [Health Support](#)
- [Academic Support](#)

### Tentative Course Schedule (*Detailed schedule posted on Canvas*):

This is a **general guideline** for the semester and **subject to change**. Updated information regarding exams, quizzes, assignments, and readings will be posted on [Canvas](#).

**Note: The quizzes are not listed below, please see Canvas for quiz day and times.**

	Monday	Wednesday	Key Information	INFO 3130 - Tentative Topics
Week 1		01/20/21		Course Overview
Week 2	01/25/21	01/27/21	01/27 Last day to add or drop course @11:59 pm	Chapter 1 – Business Information Systems in Your Career
Week 3	02/01/21	02/03/21		Chapter 2 – Global E-business and Collaboration
Week 4	02/08/21	02/10/21	02/08 - 02/12 Spring Recess No Classes	
Week 5	02/15/21	02/17/21		Chapter 5 – IT Infrastructure: Hardware and Software
Week 6	02/22/21	02/24/21		Catch-up and Review Chapter 6 – Foundations of Business Intelligence: Database and Information Management <b>Wednesday, 02/24 Exam 1 (Chapters 1, 2, 5) Respondus Monitor</b>
Week 7	03/01/21	03/03/21		Chapter 6 – Foundations of Business Intelligence: Database and Information Management <b>Monday, 03/01 Introduction to ILA (1) - Access</b>
Week 8	03/08/21	03/10/21		Chapter 7: Telecommunications, the Internet, and Wireless Technology
Week 9	03/15/21	03/17/21		Chapter 8 – Securing Information Systems <b>Friday, 03/19 ILA (1) Due</b>
Week 10	03/22/21	03/24/21	03/25 Last day to withdraw from course @11:59 pm	Catch-up and Review Chapter 9 – Achieving Operational Excellence and Customer Intimacy: Enterprise Applications <b>Wednesday, 03/24 Exam 2 (Chapters 6, 7, 8) Respondus Monitor</b>
Week 11	03/29/21	03/31/21		Chapter 9 – Achieving Operational Excellence and Customer Intimacy: Enterprise Applications <b>Monday, 03/29 Introduction to ILA (2) - Excel</b>
Week 12	04/05/21	04/07/21		Chapter 10: E-commerce: Digital Markets, Digital Goods
Week 13	04/12/21	04/14/21		Chapter 11: Improving Decision Making and Managing Artificial Intelligence <b>Friday, 04/16 ILA (2) Due</b>
Week 14	04/19/21	04/21/21		Chapter 12: Making the Business Case for Information Systems and Managing Projects <b>Monday, 04/19 Introduction to ILA (3) - SPSS Modeler</b>
Week 15	04/26/21	04/28/21		Chapter 4 – Ethical and Social Issues in Information Systems <b>Friday, 04/30 ILA(3) Due</b>
Week 16	05/03/21	05/05/21	05/05 Last Day of Classes	Catch-up and Review <b>Wednesday, 05/05 Exam 3 (Chapters 9, 10, 11, 12, 4) Respondus Monitor</b>
Section 004	05/10/21		2:00 pm - 4:15 pm	On-Line Final Exam (Cumulative) All Covered Chapters
Section 005		05/12/21	5:00 pm - 7:15 pm	