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

INFO 3130-006: MANAGEMENT INFORMATION SYSTEMS
Fall 2012

Class Website and Primary communication channel: Moodle @
http://moodle.uncc.edu (Login using your 49er credentials and select "INFO-3130-006-Fall 2012")

Instructor: Dr. Chandrasekar Subramaniam
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Class time: MW 3.30pm-4.45pm
Classroom: 161 College of Health & Human Services
Office hours: MW 1.30pm-2.30pm
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


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.

Grading

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Group/Individual</th>
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<tbody>
<tr>
<td>Exams</td>
<td></td>
<td></td>
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<tr>
<td>Mid-terms (3 x 20% each)</td>
<td>60%</td>
<td>Individual</td>
</tr>
<tr>
<td>Final exam</td>
<td>20%</td>
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<tr>
<td>Group Activities</td>
<td>6%</td>
<td>Group</td>
</tr>
<tr>
<td>Group Presentations</td>
<td>8%</td>
<td>Group</td>
</tr>
<tr>
<td>Class participation</td>
<td>6%</td>
<td>Individual</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Exams and make-up exams**

There will be 4 exams in this course, including a final exam. There are no optional exams. 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 5 days of the posting of the exam grades. No grade review or adjustment will be done beyond this 5-day period. All exam grades will be posted on Moodle. Questions on the exams will be taken from the assigned readings of texts, class lectures, class discussions, and class presentations by student groups.

**Missed exams**

In the event that a student misses an exam with *prior-approved excuse before the exam date* (all requests must be accompanied by appropriate supporting documentation), the student will be given a make-up exam. All make-up exams will be scheduled towards the end of the semester (if only one student misses an exam, the instructor may schedule the make-up exam earlier). This make-up exam is intended to cover all situations including cars that won't start, race traffic, out-of-town games, random family vacations, big finance midterm later in the day, fishing in a bass tournament, etc. The date for the
make-up exam will be announced by the instructor in class. **THERE WILL BE NO MAKE-UP FOR THE FINAL 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. 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 mid-term exams and final exam may contain material that is not in the powerpoint slides or handouts but covered in the class.

Attendance will be taken at random in class during the semester and will be counted towards class participation points. Attendance will be an important factor in making borderline grade decisions. Students with two or less unexcused absences will be better positioned for favorable outcomes in those borderline situations than students with more absences. 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.*

**Class participation**

Students should be aware that while participation in the class is encouraged, any disruptive behavior will be treated seriously and will result in loss of grade points (please read the next two paragraphs). Class participation points will be determined based on attendance (2%) and quiz performance (4%). The instructor may award special points for those students who have consistently participated throughout the semester, by raising good questions in class, providing insightful comments, and sharing relevant experience to help the learning of topics being discussed in class *(Maximum of 2% as extra credit and will be awarded at the sole discretion of the instructor)*. 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.
Electronic Devices in Class
Students are permitted to use computers or tablets 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 that 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 prohibited in the classroom and laboratory facilities. Cellular phones MUST BE TURNED OFF/SILENCED DURING CLASS and students are strongly discouraged from checking their cell-phone messages when the class 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. Calculators and computers are prohibited during examinations and quizzes, unless specifically allowed by the instructor.

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.

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, checking e-mail, surfing the net during the class, spending class time working on assignments for other classes, 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.

I will take very seriously any distraction caused by violating the above policies. Any member of the class should feel free to let me know if any 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 action to provide a positive learning environment in the class.

Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct all participation points from the grade of any student who chooses to repeatedly distract others or create other disruptions. In particularly egregious cases, I will have the student permanently removed from the class and deduct up to a maximum of 15% of the final grade. To attend or not to attend is your decision to make, but once you decide to attend my class, you should refrain from any disruptive behavior during the class.
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 Blog and Final Project are team exercises. 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
In general, I do not offer extra credit. However, 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 11/16/2012. The total points from all the extra-credit combined are not expected to exceed 4% of the overall grade points. Hence, 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 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**  
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. The incomplete grade 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. 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.

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

Have a great semester this Fall 2012 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.