INFO 3130 – 006
Management Information Systems
Fall 2013

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OFFICE HOURS: Tue 1:50pm – 3:20pm, Thu, 9:20am – 10:50am,
and by appointment
CLASS HOURS: Tue & Thu 12:30am – 1:45pm, Friday 142

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.

LEARNING OBJECTIVES

IT is an important determinant of organizational performance in the current global environment. Managers today have increasing responsibility for influencing individual as well as organizational performance through decisions regarding technology. Thus, the objectives of this course include the following:

1. To be familiar with the IS terminology used to support business.
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 to understand how to apply them to support management decision making.

REQUIRED MATERIALS

2. Notes, etc on Moodle 2.
GRADING

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Exams (4)</td>
<td>400 (100 pts each)</td>
</tr>
<tr>
<td>Assignments</td>
<td>30</td>
</tr>
<tr>
<td>Group Project</td>
<td>50</td>
</tr>
<tr>
<td>Class Participation</td>
<td>20</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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Final grades will be based on the following scale.
**A:** 450 and above, **B:** 400-449, **C:** 350-399, **D:** 300-349, **F:** 299 and below.

The deadline date to withdraw from a course and retain other courses is 10/28/13.

EXAMS

Exam dates (Sep. 10, Oct. 10, Nov. 5, Dec. 3, & Dec. 12) are fixed unless there is an unexpected event such as university closing. Therefore, students who have a conflict with the exam schedule must contact the instructor within the first two weeks of the semester.

You can take all five exams including the final exam and drop one with the lowest grade. The option of dropping one exam is given to you considering the situation such as bad condition due to an illness, unavoidable business or family travels, abrupt car break-downs, and so on, at the time of exam. Thus, there will be no early or make-up exams. There is no reason for you not to take one of the first four exams because you never know what might happen on later exam dates.

Exams are closed book and notes when they are administered in class. The instructor will keep all exams. However, exam reviews are available during office hours or by appointment for 10 days after exam grades are posted. All exam grades will be posted on Moodle.

ASSIGNMENTS

Students must complete the following **individual** assignments during the course of the semester.

**Application assignments:** Use of Microsoft Excel/Access to facilitate business decision making. We may have computer labs for these assignments. These assignments must be submitted on Moodle by the due date.

**Blog comments assignment:** Students are expected to contribute to the class blogging effort through comments posted on the blogs of groups other than their own. Each student is expected to post a minimum of five (5) value-adding comments. A maximum of two (2) comments may be posted during the last week of blogging.
GROUP PROJECT

Students will form groups (4 or 5 members) **by August 29** to complete and present a project. A blog about IT use and business will be created maintained for each group throughout the semester. Group project guidelines will be posted as a separate document in Moodle.

All members in a group are expected to contribute to the project. If a group member does not contribute, the rest of the members may, after a consensus agreement and the instructor’s consent, ask him/her to leave the group. The maximum project grade for students not belonging to a group will be a B. Peer reviews will be factored into the grade.

ATTENDANCE POLICY

Students are expected to attend all classes. Attendance will be taken at each class meeting and will be considered when 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 classroom are not covered adequately in the textbook, thus the instructor will present alternative and better approaches.
- extra credit opportunities such as pop quizzes and homework assignments will be announced in class.
- **historically, those who skip the class tend to make less than their target grades.**
- the instructor refuses to answer questions due to absenteeism. A student that misses a class is responsible for obtaining any needed information (e.g., notes, announcements) from fellow students.

You must inform me ahead of time of your expected absence, tardiness, or early departure. Tardiness or early departure is highly disruptive and is strongly discouraged in my class.

CLASS PARTICIPATION & EXTRA CREDITS

I expect every student 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.

Additional homework assignments and pop quizzes may be announced and graded to give you extra credits. No extra credit opportunities will be provided after the last day of class. Extra credits cannot exceed 20 pts.
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 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. 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 accordingly.

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.**
ACADEMIC 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 is a list of prohibited conduct in that Code as violating these standards: A) Cheating; B) Fabrication and Falsification; C) Multiple Submission; D) Plagiarism; E) Abuse of Academic Materials; and 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 "UNCC undergraduate and graduate catalog."

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 cases, 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.

DISABILITY ACCOMMODATIONS

If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services in the beginning of the semester. For more information regarding accommodations, please contact the Office of Disability Services at 704-687-4355 or stop by their office in 230 Fretwell.

COURSE SCHEDULE

Up-to-date course schedule will be available on Moodle. Important announcements, specific policies regarding exams, etc. will also be available on Moodle. It is the student's responsibility to be aware of any changes in the course schedule, course contents, and course policies by visiting Moodle regularly.
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.