This syllabus contains the policies and expectations I have established for INFO 3130 — 007. 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 Description
This 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 with competitive advantages.

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. By the end of this course, students will be able to:

- Describe the IS terminology used to support business.
- Develop an understanding of IS, their conceptual and technical foundations, users, components, missions, and capabilities.
- Apply both conventional, as well as state-of-the-art, information technologies, in support of management decision making.
- Develop critical thinking skills for solving business problems with IS.

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

Course Material
Required textbook

Supplemental Material
Lecture slides, assignments, and additional course materials will be posted in Canvas.

Course Grading
Each student can earn a maximum of 1000 (100%) by completing the required tasks successfully.
<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3)</td>
<td>670</td>
</tr>
<tr>
<td>Assignments (3)</td>
<td>150</td>
</tr>
<tr>
<td>Group project</td>
<td>100</td>
</tr>
<tr>
<td>Class Participation</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Final letter grade will be calculated based on the following scale:**
A: 900 (or 90%) and above; B: 800-899 (or 80-89.9%); C: 700-799 (or 70-79.9%); D: 600-699 (or 60-69.9%); F: below 600 (or 60%)

**Exams**
There will be three exams (670 points in total). The format of exam questions will consist of multiple-choice and true/false questions.

Missing an exam without prior approval and/or providing supporting documentation within the following timeframe will receive a grade of zero for that exam. In the event that the excuse is approved before the exam date (a rare case and requires supporting documentation), the student will be given a make-up exam. A student who misses an exam without prior approval, possibly due to an unexpected situation on the exam day, should contact the instructor within 6 hours of the exam start date/time and provide appropriate supporting documentation to be eligible for a makeup exam. It is the student’s responsibility to be aware of and follow the make-up exam policies and no special accommodations will be made for any exceptions. No makeup exam will be given after the last day of class.

There will be quizzes to be completed in class to give you extra credits. The quizzes usually cover topics which have been completed or topics to be discussed that day. There is NO MAKE UP for quizzes, irrespective of the reason for a student missing the quiz. No extra credit opportunities will be provided after the last day of class.

**Assignments**
Students need to complete three **individual hands-on** assignments (150 in total). Students will learn to use Excel, Access, and Weka to facilitate business decision making.

These assignments will be submitted to **Canvas by the start of class on the due date**. Assignments submitted after the due date/time will be considered late. Late assignments are not accepted, no exceptions.

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.

**Group Project**
Students will form a group of four or five members to complete a group project. Each group will complete a presentation on an IS topic. All project deliverables are due at the beginning of the class on the scheduled dates and should be submitted to course canvas. The group project consists of multiple deliverables, including group formation and topic selection, letter of intent, proposal, group presentation, and post reply. Detailed group project and presentation instructions will be provided as a separate document on Canvas.

The maximum project grade for students not belonging to a group will be a B. If necessary, peer reviews will be factored into the grade.
**Class Participation**

Class attendance will be taken at random in class during the semester. A student’s attendance grade is the percentage of attendance multiplies 40.

Students are encouraged to have active participation in class discussions. The participation is rated in the following scale: 10 (rare participation), 15 (occasional participation), 25 (regular participation), 30 (exceptional participation).

I expect every student to read the textbook and other posted materials prior to each live session. Students must be prepared to answer questions on the “current” topic.

Each pair of students will be asked to give a short presentation (5~7 minutes) on a self-selected article or case study on IS published in recent five years (10 points).

- The presentation schedule will be scheduled throughout the semester, and the grouping will be randomly assigned by the instructor and shared on course canvas.
- The presentation will be based on your selected article from a trade magazine, academic journal, conference proceeding, whitepaper, company websites, and reputable media sources that have applied IS to solve a real-world problem. The article or case study can focus on system design, development, application, evaluation, and/or management of IS.
- Your presentation is expected to cover problem context, IS issues, and findings from the selected article.
- You are expected to prepare a presentation file in support of your presentation, which is due to Canvas by **11:30am on the scheduled date of your presentation.**

**Class Policies**

**Niner Nation Cares**

All students must follow the updates and instructions related to Fall semester reopening posted on [http://ninernationcares.uncc.edu](http://ninernationcares.uncc.edu) and [https://ninernationcares.uncc.edu/students](https://ninernationcares.uncc.edu/students). 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.

It is the current policy of UNC Charlotte that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings in all indoor spaces on campus, including classrooms and labs, regardless of vaccination status. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the Code of Student Responsibility. Because refusal to wear a mask threatens the health of other students, I may additionally adjourn class temporarily or for the remainder of the class period to ensure a safe learning environment.

**Attendance and Participation Policy**

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late 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. Please note that office hours are not to be used as a substitute for class attendance.

Students are encouraged to work directly with their instructors regarding class absences, where a student is able to provide an instructor with appropriate supporting documentation of the absence. For absences related to COVID-19, please adhere to the following:

- **Complete your Niner Health Check** each morning.
- **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- **If you are sick:** If you test positive or are evaluated by a healthcare provider for symptoms of COVID-19, indicate so on your Niner Health Check to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.
- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your Niner Health Check to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact Student Assistance and Support Services (SASS).

To return to class after being absent due to a period of self-quarantine, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 diagnosis, students should submit an online request form to SASS. Supporting documentation can be attached directly to the request form and should be from a student’s health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

Should a student need assistance from the SASS office in verifying an emergency situation, they can submit an online request form and attach supporting documentation. Please note that students are not required to go through the SASS office at any time regarding absence verification, and the SASS office does not have the authority to excuse absences, allow for make-up work, or provide other academic accommodations. The final decision for approval of all absences and missed work is determined by the instructor.

In cases of absence due to pregnancy or parenting (pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions), students should contact the Title IX Office to obtain absence verification by completing the form at http://bit.ly/332eaGd.

If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

The United States Department of Education requires UNC Charlotte’s Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course. Because I do not take regular
attendance for this course, the date I will report as your last date of attendance will be the latest of the following:

- The date you last participated in an online discussion or activity;
- The date you last submitted an assignment/project/exam/quiz; or
- The date you last initiated contact with me to ask a question about the course or course content.

If you earn an F or U grade, your last date of attendance will be reported to the U.S. Department of Education. This may require you to pay back any financial aid funds received for this course. (For additional information, see Last Date of Attendance FAQs on the Registrar's website.)

If I am late to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

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.

Class Behavior Policy
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.

Under no circumstances will students be permitted to spend their lab time working on assignments for other classes, checking e-mail, or surfing the Web. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course. 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.

Communication Device and Computer Use
The use of cell phones, smartphones, or other mobile communication devices is disruptive, and is therefore prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period.

Students are permitted to use computers during class for note-taking and other class-related work only. Those using computers during class for work not related to that class must leave the classroom for the remainder of the class period.
Laptop Requirement
We want you to be properly prepared with the technology needed for your college career.

- We have a new laptop requirement for all incoming students starting this fall.
- You may bring a laptop you already have or choose to purchase one from any vendor. Read the laptop requirement FAQs here.

Webcam is required for using Lockdown Browser with Respondus Monitor. Please note that students have to install only the Lockdown Browser, and that too only through Canvas. There are no additional installations or license requirements for Respondus Monitor.

In case of any technical issues with a student’s laptop that may affect the student’s participation in class and/or completion of coursework, the issues must be resolved within one week by working with the university IT support.

Student Support
The details of student support resources available are provided at the following links.
- Academic support: https://ninernationcares.uncc.edu/students/academic-support.
- Health support: https://ninernationcares.uncc.edu/health-support-services
- IT support: https://help.uncc.edu/

Use of Canvas
Canvas will be the website for course information and primary communication channel for this class. You may access UNCC Canvas from My UNC Charlotte (https://my.uncc.edu/) or direct type canvas.uncc.edu. It’s each student’s responsibility to check Canvas regularly and report anything that does not match your own record (e.g., missing or wrong grade) within SEVEN calendar days since the date the information was posted.

Office hours
Office hours will be held online via zoom. The information about office hours zoom link can be found on Canvas. After you enter the virtual office, your instructor will allow you in in the order of the students who have entered.

Team Work
For group activities, 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.

All team members must
- participate in all team activities equally,
- strive to maintain positive working relationships with other team members,
- assist team members to resolve issues relating to group work, and
- freely express their ideas, thoughts, comments, and constructive criticisms to their team members, me, and the class.

It is the responsibility of the team to ensure that all team members understand all concepts related to the completed projects and presentations.

Extra Credits
Extra-credit opportunities, if any, will be the instructor's decision and such opportunities will be presented to the whole class instead of individual students only. Please do not depend on any extra credit opportunities to improve your grade later in the semester.
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 his/her own or own group work. 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.

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. Definitions and examples of plagiarism are set forth in the Code and on the Student Conduct and Academic Integrity website. The Code is available from the Dean of Students Office or online at legal.charlotte.edu/policies/up-407. Additional resources are available on the Student Conduct and Academic Integrity website.

Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them. For this course, it is permissible to assist classmates in general discussions about the homework. General advice and interaction 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."

Grade 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 professor in writing within 7 calendar days of posting the grades. 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
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. 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. The missing work must be completed and the final grade reported within one calendar year from the date on which the “I” grade was recorded. The instructor assigning the “I” grade may specify a shorter time than one year for completion of the work and the assignment of a final grade. If the “I” is not removed during the specified time, a grade of “F”, “U”, or “N”, as appropriate is
automatically assigned. Time extensions for the completion of an “I” beyond one year cannot be approved except by special request to the Graduate School under extraordinary circumstances. 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”.

**Student Recording**
Electronic video, image capture, and/or audio recording is not permitted during class, whether conducted in person or online, 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.

**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. UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

**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.

**Mental Health Services**
It is common for college students to experience challenges that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we strongly encourage you to seek support. Helpful, effective resources are available on campus at no additional cost.

- Visit the Counseling and Psychological Services website at caps.uncc.edu for information about the broad range of confidential on-campus mental health services, online health assessments, hours, and additional information.
- Call CAPS at (704) 687-0311 if interested in scheduling an appointment with a counselor. After-hours crisis support is also available through this phone number.

**Title IX Reporting Expectations**
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, 7-0311); or (2) Student Health Center (studenthealth.uncc.edu, 7-7400). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

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.

Religious Accommodation for Students Policy
The instructor will observe University Policy 409 (https://legal.uncc.edu/policies/up-409) on matters of religious accommodation. Please note that the procedure prescribed by this policy requires a notice to the instructor prior to the census date of the semester.

Course Changes Disclaimer
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 announcement in class and will also be posted on the course canvas. It is students’ responsibility to keep up with the changes that are posted on Canvas and/or announced in class.

Copyright Ownership in Course Materials
The lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. The instructor is the exclusive owner of copyright in those materials created by the instructor. You are encouraged to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without express written consent of the instructor. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor’s course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If the instructor is interested in posting your answers or papers on the course web site, the instructor will obtain your written permission.

Violation of these syllabus policies may result in appropriate academic penalties, including reduction of grade in the relevant assignment, project, test, or exam. If violation of these syllabus policies also implicates the Code of Student Academic Integrity because of alleged academic misconduct, I will follow the process outlined in the Code to address such cases.
## Tentative Class Schedule

*** This tentative schedule is subject to change ***

<table>
<thead>
<tr>
<th>Week (Dates)</th>
<th>Topics</th>
</tr>
</thead>
</table>
| Week 1 (Aug. 24, 26) | • Course Introduction  
                     |   • Ch.1 Business Information Systems in Your Career                   |
| Week 2 (Aug. 31, Sep. 2) | • Ch.1 Business Information Systems in Your Career  
                                  |   • LinkedIn SEO  
                                   |   • Ch.2 Global E-Business and Collaboration                           |
| Week 3 (Sep. 7, 9) | • Ch.2 Global E-Business and Collaboration  
                     |   • Ch.5 IT Infrastructure                                             |
| Week 4 (Sep. 14, 16) | • Ch.5 IT Infrastructure                                               |
| Week 5 (Sep. 21, 23) | • Ch.6 Foundations of Business Intelligence  
                      |   • No class on Sept. 23 (Founder's Day)                              |
| Week 6 (Sep. 28, 30) | • Exam 1 (Chapters 1, 2, 5, 6) on Sep. 28  
                       |   • Access Lab                                                        |
| Week 7 (Oct. 5, 7) | • Ch.7 Telecommunications, the Internet, and Wireless Technology     |
| Week 8 (Oct. 12, 14) | • No class on Oct. 12 (Student Recess)  
                       |   • Ch.8 Securing IS                                                  |
| Week 9 (Oct. 19, 21) | • Ch.9 Achieving Operational Excellence and Customer Intimacy        
                     |   • Ch.10 E-Commerce                                                  |
| Week 10 (Oct. 26, 28) | • Exam 2 (Chapters 7, 8, 9) on Oct. 26  
                      |   • Excel Lab                                                        |
| Week 11 (Nov. 2, 4) | • Ch.10 E-Commerce                                                  
                    |   • Ch.11 Improving Decision Making and Managing Artificial Intelligence |
| Week 12 (Nov. 9, 11) | • Ch.12 Making the Business Case for IS and Management Projects      
                       |   • Business Analytics Lab                                           |
| Week 13 (Nov. 16, 18) | • Ch.12 Making the Business Case for IS and Management Projects      
                       |   • Ch.4 Ethical and Social Issues in Information Systems†           |
| Week 14 (Nov. 23, 25) | • Ch.4 Ethical and Social Issues in Information Systems†           
                      |   • No class on Nov. 25 (Thanksgiving Break)                          |
| Week 15 (Nov. 30, Dec. 2) | • Project Presentations                                             |
| Week 16 (Dec. 7) | • Project Presentations                                              |
| Week 17 | • Exam 3 (Chapters 10, 11, 12, 4††)                                     |

Note: †: Optional depending on the pace of the lecture