INFO 3130 | MANAGEMENT INFORMATION SYSTEMS (sections: 090)

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Office: Friday 247

Office Hours: MTR 1 PM to 2PM or by appointment/face to face or zoom

My preferred method of contact is by email. I will respond to all emailed questions within 48 hours Mon-Fri. Not all questions from students can be answered clearly in an email (e.g., questions on exam grade or final grade). So, questions about exam grade or final grade should be discussed only during office hours.

Course Description:

The course is designed to introduce students to the use of Information Systems (IS) as an essential tool for conducting business in an increasingly global economy. The emphasis is on the conceptual foundations underlying the design, control and operation of IS and how IS provide organizations competitive advantages.

Pre or Co-requisite:

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

Meeting Times: Thursdays | 5:30 PM - 8:15 PM in Friday 142

Course Objectives:

Managers today have increasing responsibility for determining their own computer-based information systems (IS) needs and for designing and implementing information systems that will support their decision making. Thus, the objectives of this course include the following:

- To be familiar with the IS terminology used to support
- To develop an understanding of IS, their conceptual and technical foundations, users, components, missions, and capabilities.
- To get acquainted with both conventional, as well as state-of-the-art, information technologies, and to understand how to apply them to support management decision making.
- To gain critical thinking skills needed to solve business problems with IS.

General Education Objectives:

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

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

Required Materials:

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

Course Format & Expectations:

This syllabus contains the policies and expectations I have established for INFO 3130. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

Course Format

This course will be delivered in-person. If any adjustments are needed students will be notified in advance via the announcements section.

Course Activities and Groups

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

Activities will range from the following:

1. Quizzes – Up to 10 questions, multiple-choice and/or true-false questions.
2. Exams - There are three exams this semester, not including the final exam. If conducted online, 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 the allotted times (usually 50 minutes).
3. 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.
4. Individual Learning Assignments - You will have individual assignments to work on throughout the semester. You will be expected to work

independently through each assignment and submit them before the assigned due date.

Grading Criteria:

Course Element	Value
Exams [3] Comprehensive Final Exam - It can be considered optional as the lowest score between your 3 exams and the final exam will be dropped.	40
Individual Learning Assignments (ILA) [3 @ 10 points]	30
Quizzes [up to10]	10
Group Assignments [2]	10
Attendance & Participation	10
Total	**100**

Grading Scale:

A 100 % to 90.0%

B <90.0 % to 80.0%

C <80.0 % to 70.0%

D <70.0 % to 60.0%

F <60.0 % to 0.0%

Tentative Schedule – Subject to change

Week	Topic	Course Important dates	University important dates
1	Introduction Ch 1 - Business Information Systems in Your Career		

2	Ch 1 - Business Information Systems in Your Career	Quiz 1	August 26 – Last day to add, drop without grade
3	Ch 2 & Ch 9 - Global E-business and Collaboration	Quiz 2	
4	Ch 2 & Ch 9- Achieving Operational Excellence and Customer Intimacy: Enterprise Applications	Quiz 3	
5	Ch 6 - Foundations of Business Intelligence	Quiz 4	
6	Ch 6 - Foundations of Business Intelligence - DBMS	Exam 1	
7	Access Lab		
8	Ch 11 - Improving Decision Making and AI	Quiz 5	
9	Improving Decision Making and AI – Intro to decision tree		
10	Ch 10 – E-Commerce	Quiz 6	
11	Tableau Lab	Exam 2	
12	Ch 8 - Securing Information Systems	Quiz 7	
13	Securing Information Systems – CIS 18		
14	Break (Nov 22-25)		
15	Ch 4 - Ethical and Social issues in IS	Quiz 8	

16	Excel Lab	Exam 3	Dec 6: Last day of classes
17	Final Exam Period (Dec 8-14)	Exam 4 (Optional)	
Final Grades due December 19			

Attendance & Participation:

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

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

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

Students will be held responsible for any material covered, announcements made, assignments passed out, and any other type of work that they may miss during any absence from class.

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

Credit hour – Please note in your class that for every credit hour of classroom instruction, students should expect a minimum of 2 hours of out-of-class work related to the class (https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/academic-credit-hour).

Course Policies:

General Policies:

This syllabus contains the policies and expectations I have established for INFO 3130. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

Classroom Conduct:

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

Exams Policy:

Three semester exams and a cumulative final will be administered. 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 (15 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.

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 open book and notes. Questions on the exams will be taken from the assigned readings of texts, class lectures, and/or assignments. Exams are a form of intellectual property belonging to those who create them. Therefore, the exam materials must remain in the instructor's possession or control. Exams may not be copied, shared, or uploaded to any third-party website for any reason. Failure to abide by this requirement will be considered theft of intellectual property. Such action will result in an exam grade of zero (0) and may warrant further disciplinary action.

Assignments Policy: Students will complete individual learning assignments by the due date posted on Canvas. Late assignments will not be accepted after the due date and will receive a grade of zero (0). Completed assignments cannot be reopened and assignment due dates cannot be extended for individual students.

You must complete each assignment on your own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the assignment with a possibility for further disciplinary action.

Quizzes Policy:

Each quiz will be available 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.

Grades Appeals Policy:

If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the instructor in writing within 3 calendar days after the grades are posted. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

Electronic Devices in Class:

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

Miscellaneous:

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

Webcam Use in the Classroom:

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

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

University Policies and Notices:

Academic Integrity:

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: http://legal.uncc.edu/policies/up-407 Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

Non-Discrimination:

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

Preferred Gender Pronouns:

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

Title IX:

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.

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.

Incompletes:

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

FERPA Notification:

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

Student Support:

Disability Support Services:

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

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

All services are dependent upon verification of eligibility. Once approved for services, students receive accommodations which are based upon the nature of an individual's disability and documented needs. Students are strongly encouraged to register or check-in for their accommodations with a Disability Services counselor as soon as they

have registered for classes. Accommodations are not retro-active and will not begin until the student notifies his or her faculty by providing the Letter of Accommodation.

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

Accessing Help/Mental Health Services:

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

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-](mailto:ucae@uncc.edu) ucae@uncc.edu
- [University Writing Resources Center (WRC) | 704-687-1899 |](mailto:wrchelp@uncc.edu) wrchelp@uncc.edu
- Veteran Student Services | 704-687-5488 | veteranservice@uncc.edu
- [University Counseling Center | 704-687-0311](tel:7046870311)
- [Multicultural Resource Center | 704-687-7121 | mrc@uncc.edu](mailto:mrc@uncc.edu)
- [List of computer labs on campus](#)
- [Atkins Library Laptop Lending program](#)

Food Insecurity:

Food insecurity is defined by the USDA as "a lack of access to enough food for an active, healthy life." Food insecure categories include: reduced caloric intake, reduced food quality, lack of variety in diet, disrupted eating patterns, and hunger. Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC Charlotte offers assistance to students facing food insecurity through an on- campus food pantry. The Jamil Niner Student Pantry (JNSP) is located on the east edge of campus at 1224 John Kirk Road. It has regular hours which may change from semester to semester; please see the website at https://ninerpantry.uncc.edu/ for schedule and details on its services, as well as resources about hunger and food insecurity among college students.

This syllabus may be subject to minor changes during the semester with adequate advance notice to students.