

# INFO 3130-92: Management Information Systems

## Course Syllabus Spring 2021 – Revised 1/27/21

### General Course Information

Online via Zoom

Meeting Date – Wednesdays from 5:30 p.m. – 8:15 p.m. from 1/20/21 to 5/5/21

Credit Hours – 3

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

### Instructor Information

Mr. Robert Cooney, Lecturer

Email: [RCooney1@uncc.edu](mailto:RCooney1@uncc.edu)

Off-campus Office: (919) 341-7793

Office Hours via Zoom on Mondays from 5:30 p.m. – 6:30 p.m. or by appointment

### Syllabus Overview

This syllabus contains the policies and expectations established the instructor has established for this section of INFO 3130 Management Information Systems. 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.

The standards and requirements set forth in this syllabus may be modified at any time by the instructor. Notice of such changes will be by announcement in the class and/or by changes to this syllabus posted on the Course Canvas website.

### 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.

### 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 provides organizations competitive advantages.

The class will be taught primarily through a combination of lectures, readings, group and individual case analysis work which draws upon experiences from recent information

## INFO 3130-92: Management Information Systems Course Syllabus Spring 2021 – Revised 1/27/21

technology and business change projects and hands-on assignments with several different software products.

### 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:

Course Objective	Measurement
1. To be familiar with the IS terminology used to support the business including its conceptual and technical foundations, users, components, missions, and capabilities	<ul style="list-style-type: none"> <li>Satisfactory performance on the three exams and application of knowledge acquired through group and individual case analysis, pre-class discussion questions, etc.</li> </ul>
2. To gain critical thinking skills needed to solve business problems with IS	<ul style="list-style-type: none"> <li>Effective synthesis and presentation of assigned case studies</li> </ul>
3. 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	<ul style="list-style-type: none"> <li>Satisfactory performance on individual hands-on “technology” assignments</li> </ul>
4. The student will demonstrate the ability to successfully work in a team environment	<ul style="list-style-type: none"> <li>Performance on assigned group work based on instructor observation and peer feedback</li> </ul>
5. The student will demonstrate strong oral and written communication skills	<ul style="list-style-type: none"> <li>Oral communication skills: presentation of group case analysis and leading discussion questions during class</li> <li>Written communication skills: Written case analysis, pre-class discussion questions and essay questions on exams</li> </ul>

### Grading

Student performance in the class will be evaluated as follows:

Evaluation Element	Weight
Exams (three exams at 15% each)	45%
Individual hands-on technology assignments (3 at 5% each)	15%
Individual case analysis write-up	15%

## INFO 3130-92: Management Information Systems Course Syllabus Spring 2021 – Revised 1/27/21

Group case analysis presentation panel (2 at 5% each)	10%
Pre-class discussion questions, quizzes & class participation	15%

The final letter grade will be calculated based on the following scale:

Scale	Grade
89.5 and above	A
79.5 -89.4	B
69.5 – 79.4	C
59.5 - 69.4	D
Below 59.5	F

### Course Materials

Laudon, K. C. & Laudon, J. P. (2021). *Essentials of management information systems. Fourteenth edition*. Harlow, Essex, United Kingdom: Pearson Education Limited.

Additional course materials (case studies, lecture materials, assignment instructions, etc.) will be posted and managed through Canvas.

### Course Outline

**Note: Content of each class session is subject to change at the discretion of the instructor**

Class Session and Date	Topics
#1 – January 20, 2021	Course overview Review syllabus Chapter 1: “Business Information Systems in Your Career” Breakout sessions to organize student panels and work on initial case assignment in class
#2 – January 27, 2021	Chapter 2: “Global E-Business and Collaboration”  All students submit 3 discussion questions by 1/25 at 11:59 p.m.  Breakout sessions in class to review assigned case

**INFO 3130-92: Management Information Systems  
Course Syllabus Spring 2021 – Revised 1/27/21**

Class Session and Date	Topics
#3 – February 3, 2021	<p>Chapter 3: “Achieving Competitive Advantage with Information Systems”</p> <p>All students submit 3 discussion questions via Canvas by 2/1 at 11:59 p.m.</p> <p>LinkedIn SEO presentation</p> <p>Breakout sessions in class to review assigned case</p>
February 8 – 12, 2021	Break
#4 – February 17, 2021	<p>Chapter 5: “IT Infrastructure Hardware and Software”</p> <p>All students submit 3 discussion questions via Canvas by 2/15 at 11:59 p.m.</p> <p>Review for Exam #1</p>
#5 – February 24, 2021	<p>Exam #1 (Chapters 1-3, 5) – 90 minutes</p> <p>Chapter 6: “Foundations of Business Intelligence: Databases and Information Management” – start after exam</p> <p>Hands-On Technology Project #1 due 2/26 at 11:59 p.m.</p>
#6 – March 3, 2021	<p>Chapter 6: “Foundations of Business Intelligence: Databases and Information Management” - complete</p> <p>All students submit 3 discussion questions on Chapter 6 via Canvas by 3/1 at 11:59 p.m.</p> <p>Student Panel #1 &amp; 10</p> <p>Student Panel #2 &amp; 9</p> <p>Student Panel #3 &amp; 8</p>

**INFO 3130-92: Management Information Systems  
Course Syllabus Spring 2021 – Revised 1/27/21**

Class Session and Date	Topics
#7 – March 10, 2021	<p>Chapter 7: Telecommunications, the Internet and Wireless Technology</p> <p>All students submit 3 discussion questions via Canvas by 3/8 at 11:59 p.m.</p> <p>Student Panel #4 &amp; 7</p>
#8 – March 17, 2021	<p>Chapter 8: Securing Information Systems</p> <p>All students submit 3 discussion questions via Canvas by 3/15 at 11:59 p.m.</p> <p>Student Panel #5 &amp; 6</p> <p>Hands-On Technology Project #2 due 3/19 at 11:59 p.m.</p>
#9 – March 24, 2021	<p>Chapter 9: Achieving Operational Excellence</p> <p>All students submit 3 discussion questions via Canvas by 3/22 at 11:59 p.m.</p> <p>Student Panel #1 &amp; 10</p> <p>Review for Exam #2</p>
#10 – March 31, 2021	<p>Exam #2 (Chapters 6,7,8,9) – 90 minutes</p> <p>Chapter 4: “Ethical and Social Issues in Information Systems”</p> <p>All students submit 3 discussion questions for Chapter 4 via Canvas by 3/29 at 11:59 p.m.</p>
#11 – April 7, 2021	<p>Chapter 10: “E-Commerce Digital Markets, Digital Goods”</p> <p>All students submit 3 discussion questions via Canvas by 4/5 at 11:59 p.m.</p> <p>Student Panel #2 &amp; 9</p>

**INFO 3130-92: Management Information Systems  
Course Syllabus Spring 2021 – Revised 1/27/21**

Class Session and Date	Topics
#12 – April 14, 2021	<p>Chapter 11: Improving Decision Making and Managing Artificial Intelligence</p> <p>All students submit 3 discussion questions via Canvas by 4/12 at 11:59 p.m.</p> <p>Student Panel #3 &amp; 8</p> <p>Hands-On Technology Project #3 due 4/16 at 11:59 p.m.</p>
#13 – April 21, 2021	<p>Chapter 12: Making the Business Case for Information Systems and Managing Projects</p> <p>All students submit 3 discussion questions via Canvas by 4/19 at 11:59 p.m.</p> <p>Student Panel #4 &amp; 7</p> <p>Student Panel #5 &amp; 6</p> <p>Review for Exam #3</p>
14 - April 28, 2021	Exam #3 (Chapters 10, 11, 12, 4)
15 – May 5, 2021	<p>No class session</p> <p>Individual Case Analysis Report Due (May 5, 2021 by 11:59 p.m.)</p>

## Exams

There will be three exams worth 15% of the grade each. Exams are non-cumulative and will cover the chapters as noted on the syllabus. Exams will consist of a series of multiple choice, fill-in-the-blank and short-answer questions, along with one to two essay questions and/or case problems.

## Individual Case Analysis Report

Students will prepare an individual analysis of a case during the second-half of the course. The case problem will either be selected from the textbook or provided by the instructor and it will draw on and synthesize a number of concepts covered during the course. Additional

# **INFO 3130-92: Management Information Systems**

## **Course Syllabus Spring 2021 – Revised 1/27/21**

information on this assignment will be provided in class in early March. This assignment will be worth 15% of the course grade.

### Group Case Presentation

Students will be assigned to groups of approximately 6 students during the first day of class. Each group will be assigned one case problem to analyze and present to the class. The case problem will either be selected from the textbook or provided by the instructor and it will be related to the topic area being studied in the course during that class period. Group case assignments will be made at least two weeks before the scheduled presentation date. This assignment will be worth 10% of the course grade.

### Hands-On Technology Assignments

Students will individually complete three hands-on technology assignments to gain experience with various data management and analysis software tools such as Microsoft Excel, Microsoft Access, SPSS and Tableau. Additional information on each assignment will be posted to Canvas at least three weeks prior to the due date for each assignment.

### Pre-Class Discussion Questions

Students are asked to submit via Canvas prior to each class session as noted on the syllabus three discussion questions based on the assigned chapter readings. The instructor will review the questions which are submitted and select several questions per class session for group discussion. The students originating the selected questions will be asked to help lead the class discussion. Regularly submitting high-quality pre-class discussion questions will account for 5% of your course grade.

### Class Attendance and Participation

On-time attendance at all class sessions is expected. Please notify the instructor in advance of any expected absences or as soon as practical in the case of illness or unplanned absences to make arrangements to complete any missed work. Active participation in class discussions is encouraged and expected and the instructor's subjective assessment of your participation will account for 5% of your course grade.

### Quizzes

We will typically start each class with a brief three to five question quiz covering the pre-class reading (chapter assignment) and then review the answers to the questions as a class. If you miss or are late for class, there will not be an opportunity to make-up a quiz. Quiz grades account for 5% of your course grade.

# INFO 3130-92: Management Information Systems

## Course Syllabus Spring 2021 – Revised 1/27/21

### Suggestions Regarding Course Planning

It is expected that this course will require at least 5 to 6 hours of preparation by the student outside of class each week to review the required pre-class readings, prepare discussion questions and work on the various assignments. Students are strongly encouraged to keep current on pre-class readings in order to prepare discussion questions, prepare for in-class quizzes and maximize their learning during classroom lectures.

### Course Procedures

The following course procedures shall apply:

1. **Statement on Diversity.** 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.
2. **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.
3. **Orderly and productive 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 orderly questioning of the ideas of others, including mine, is welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion.
4. **Academic integrity.** Cheating and disruptive behavior have significant consequences. All students are required to read and abide by the Code of Student Academic Integrity which governs student behavior relating to academic work. 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. The Code is available from the Dean of Students Office or online at: <http://www.legal.uncc.edu/policies/ps-105.html>. All UNC Charlotte students are expected to be familiar with the Code and to conduct themselves in accord with these requirements. To clarify, any academic dishonesty can result in a grade of F for the course. Academic dishonesty also pertains to violating the “rules” of this syllabus. Anyone violating this policy will receive an F for the course.

All work on exams, the individual case analysis, the hands-on technology assignment and quizzes are to be done on an individual basis. There is always the possibility and temptation to consult with someone who has had the course (or class) previously or to consult case/class notes or project reports from another section or from a previous year or



## **INFO 3130-92: Management Information Systems Course Syllabus Spring 2021 – Revised 1/27/21**

semester or that might be available on the Internet. This practice is strictly prohibited under all circumstances and unequivocally constitutes a violation of the Code of Student Integrity. Obviously, group projects involve cooperative effort. Everyone, however, is required to contribute to the effort for this class, and individual contributions will be evaluated through group peer review and participation score.

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 lab 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. Do not contact 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.

5. **Documented Disability.** 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. If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services by the end of the second week of class. For more information regarding accommodations, please contact the Office of Disability Services at (704) 687-4355.
6. **Religious Accommodations for Students.** The instructor will observe University Policy – 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 (typically, the tenth day of the instruction).
7. **Severe Weather.** Students will be responsible for any academic work which they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed class work.
8. **Materials Submitted by Students.** All materials submitted as part of course requirements become the property of the instructor. Students desiring to retain copies of their work should make such copies before turning in their materials.
9. **Ownership of Course Materials Provided by Instructor.** The lectures and course materials provided by the instructor including presentations, tests, quizzes, exams, videos, outlines, and similar materials are protected by copyright. The instructor is the exclusive owner of copyright in those materials the instructor creates. 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 course materials publicly without the instructor's express written consent. This includes providing materials to commercial course material suppliers such as CourseHero, Chegg, etc. and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of the instructor's materials may be in violation of University Policy - 406, the Code of Student Responsibility.

## **INFO 3130-92: Management Information Systems Course Syllabus Spring 2021 – Revised 1/27/21**

10. **Web cameras on during class.** Students are asked to keep their web cameras on during class to help maintain as much of an in-class atmosphere as we can over Zoom
11. **Non-class work prohibited during class.** Students should not be working on assignments for this class, assignments for other classes , surfing the Internet, making phone calls or doing any other work not related to this class during lectures. Your full focus on the course content is expected.
12. **Lockdown Browser and Respondus Monitor.** The use of Lockdown Browser and Respondus Monitor is required for exams and certain quizzes at the discretion of the instructor. Students shall ensure Lockdown Browser is installed on their computer before the second class session. Installing Lockdown Browser is the responsibility of the student. If the student encounters technical challenges with the use of this software during an exam, this will not be grounds for a make-up exam.
13. **Make-up exams.** In general, there will be no make-up exams offered. However, arrangements will be made for a make-up examination using an alternate exam format for anyone who has an excused absence for the class period in which the exam is given.
14. **Grade Appeals.** 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 seven 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.
15. **Recording of class.** The instructor will typically record the lecture part of the class and post it on Canvas. Copying of this recording from Canvas or otherwise using this recording except to review parts of the lecture in preparation for exams or other course work is prohibited.  

Any other electronic video and/or audio recording is not permitted during class 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.
16. **Extra Credit Work.** There will be NO EXTRA CREDIT work offered for any student during the semester. Please do not depend on any extra credit opportunities to improve your grade later in the semester.
17. **Withdrawal from Class.** The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, the instructor cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

**INFO 3130-92: Management Information Systems**  
**Course Syllabus Spring 2021 – Revised 1/27/21**

18. **Incomplete Grades.** 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 by the deadline specified by the instructor or during the next semester (fall or spring) in residence, but no later than 12 months after the term in which the “I” grade was assigned, whichever comes first. If the “I” grade 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.