Syllabus
DSCI 320.2 Management Information Systems
Section 2, M 4:00 – 6:45 PM, Tate 304
Fall 2017

Professor: Christopher W. Starr, PhD
Office: Beatty 306
Office Hours: 10 AM to noon. Other times by appointment >= 1 day
Contact Information: starrc@cofc.edu
Office Phone: 843 953-8150

Course Description
Survey of transaction processing systems, management information systems, and decision support systems. Introduction of systems analysis concepts, and methodologies for information system design and development. System development projects will be required.

Course Prerequisite
Junior standing; ACCT 203, ACCT 204, DSCI 232, and MATH 104 or 250; Computer literacy.

Course Objectives
1. Introduce information systems concepts, terminology (e.g., TPS, MIS, DSS, EIS, databases), and provide an understanding of the differences between various types of computer-based information systems.
2. Review applications and models utilizing information systems solutions to business problems.
3. Study current trends in Information Technology (IT), including E-Commerce, the impact of IT on organizations, managers, and users, as well as ethical, social and legal issues.
4. Improve computer skills through individual assignments with spreadsheet, database and other software.
5. Improve communication skills and teamwork through an information systems group project.
6. Provide a challenging course for upper-division business majors.

The School of Business Learning Goals for this course
Quantitative Fluency
Objective: Students will gain experience and training on advanced functionality in Microsoft Excel to support information management and decision-making. Students will also be trained on fundamental database concepts, implemented through Microsoft Access. Both of these software applications will then be used to solve structured and unstructured quantitative business problems. If time permits, an additional section of ERP and the use of SAP will be delivered.

Implementation: Students will use Excel software in lab or on their personal devices to accomplish the objective through individual or group assignments.

Demonstration of Achievement: Each student work will be assessed quantitatively to demonstrate achievement on the software-based assignments at the Bloom levels of comprehension and application.
Global and Civic Responsibility
Objective: Students will become aware of the current ethical issues associated with corporate use of user data and technology, and common corporate policies that address these issues.

Implementation: Students will read cases associated with corporate information security and privacy.

Demonstration: Students will be tested on the topics at the Bloom levels of comprehension.

Intellectual Innovation and Creativity
Objective: After gaining training and exposure to database systems and decision support systems (Excel), both of these systems will then be used to solve structured and unstructured business problems. In addition, students will become aware of a variety of emerging technologies, and how companies are/should be leveraging these technologies for competitive advantage.

Implementation: Project based learning.

Demonstration: Evaluation of student project assignments at the Bloom level of application.

Synthesis
Objective: By combining IS and business principles, students will be gain experience integrating knowledge from complementary disciplines and applying this knowledge to the development, evaluation, and improvement of management information systems.

Implementation: A team project.

Demonstration: Evaluation of the team project using a rubric for application, evaluation and synthesis levels of Bloom’s taxonomy.

Required Book
Information Systems for Business 2nd Edition
An Experiential Approach
France Bélanger, Craig Van Slyke, Robert E. Crossler
ISBN: 978-1-943153-00-8 (paper and electronic versions are acceptable)

Video Tutorials (Excel and Access)
http://prospectpressvt.com/titles/belanger-2e/student-resources/

Final Grade Computation
To show what you know, there will be chapter assignments, lab work in Excel and Access, a team project, three tests and one cumulative exam during the semester.

Chapter Assignments: There are 14 chapter assignments, one for each chapter. At the beginning of each class turn in the chapter assignment. No chapter assignments can be turned in late without an excuse from the Dean of Undergraduate Studies. It’s OK to turn them in early. Submission of chapter assignments is on OAKS dropbox, one for each assignment.
Excel and Access labs are given to help you master skills on those MIS platforms. Following a series of labs in Excel, you will take an in-class Excel exam to show your proficiency. The same will be done with Access. You may use a computer in the classroom or your laptop. However, the instructor does not promise to help with your laptop software.

A team project will be completed in groups of two or three students per team. The helps you to gain experience by integrating knowledge from complementary disciplines and applying this knowledge to the development, evaluation, and improvement of management information systems.

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<th>Evaluation</th>
<th>Weight</th>
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<tr>
<td>Skills</td>
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<tr>
<td>Lab work (Excel, Access, Tableau)</td>
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<tr>
<td>Excel Exam</td>
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<td>Access Exam</td>
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<td>Team project</td>
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<td>Concepts</td>
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<td>Chapter Assignments</td>
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<td>Test 1 (Chapters 1-4)</td>
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<td>Test 2 (Chapters 5-9)</td>
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<td>Test 3 (Chapters 10-14)</td>
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<td>Final Exam</td>
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<th>Letter Grade Map</th>
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<td>Points</td>
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<td>≥ 94</td>
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Course Policies

Attendance: Because class attendance is crucial for any course, students are expected to attend all classes and laboratory meetings of each course in which they enroll. Instructors maintain the authority to determine how absences will be addressed, which should be detailed in their attendance policies. Participation in college-sponsored activities, where students are official representatives of the College of Charleston, may result in absence(s). Instructors will recognize absences in which students are official representatives of the College of Charleston (such as intercollegiate academic or athletic team competition, or academic program sanctioned research presentation or artistic performance) as excused. During the first week of classes, instructors will announce and distribute their attendance policies, including criteria to be used in determining excused absences. Instructors determine whether absences are excused or unexcused for the purposes of participation grades, in-class assignments, and laboratories. Regarding formal graded work (such as exams, presentations, papers), instructors will make “reasonable accommodations” when a student misses class for an event at which s/he is an official representative of the College of Charleston. Examples of reasonable accommodations
might include: rescheduling an exam, altering presentation times, or flexibility in assignment submission dates. Students are required to submit documentation of their College representation related commitment from the appropriate College authority at least one week prior to the scheduled absence in order to be eligible for reasonable accommodations by the instructor. Regardless of any accommodation granted, students are responsible for satisfying all academic objectives, requirements, and prerequisites as defined by the instructor and the College. Instructors ascertain whether both excused and unexcused absences count in determining the basis for a grade of “WA,” which stands for “withdrawn excessive absences” and is equivalent to a failing grade. If attendance is used for grading purposes, the instructor is responsible for keeping accurate attendance records. If a student has more than the maximum allowed absences as defined in the course syllabus, the professor may assign a “WA.” Instructors are required to submit an electronic “WA” form (located in MyCharleston faculty tab) to the Registrar on or before the last meeting day of the class. The Registrar will then send an email notification to the student. The student is responsible for keeping personal addresses and contact information current through the Office of the Registrar. All students, whether absent or not, are responsible for all information disseminated in the course.

**Use of Oaks:** Grades will be posted on OAKS. It is the student’s responsibility to ensure that all grades entered are correct. If I have made a mistake, the student has **two weeks** from when the assignment/exam was handed back to notify me of the mistake. Failure to notify me within this time frame will result in the recorded grade becoming permanent.

**Exam/Quiz Policy:** Turn off cell phones and any audible devices during exams. Exams are closed book and to be taken as scheduled. No makeup exams will be given except for documented exceptions by the Undergraduate Dean. Assignment and test dates cannot be changed except by prior arrangement with the instructor, at least 7 days before the scheduled exam date. Such a request must be made in person (not by email), and must include written documentation of need. **In case of emergency please contact Undergraduate Academic Services.**

**Classroom Conduct:** Please turn off cell phones and any audible devices during class. Please do not hold private conversations during class. It is distracting to both the professor and to your fellow students. The use of the lab computers is prohibited during class, unless instructed by the professor. Each of the lab computers is equipped with activity monitoring software, which links your computer (screen and all) to professor at the front of the class. The professor will use this software to monitor lab computer usage and the professor reserve the right to publicly display any lab computer’s screen at anytime to the rest of the class. The professor also reserves the right to take control over any lab computer using this software at any time during class.

**Questions and Problems:** You are encouraged to ask questions during class and office hours, we all want to hear your ideas and opinions.

**Academic Integrity:** Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.
Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php

Center for Student Learning: You are encouraged to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL website at http://csl.cofc.edu or call (843) 953-5635.

Disability Accommodation: The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsibility for notifying me as soon as possible and for contacting me one week before accommodation is needed.