Syllabus
DSCI 320 Management Information Systems
Section 2, TR 12:15 AM to 1:30 PM; Section 4, MWF 9:00 AM to 9:50 AM;
Fall 2018

Professor: Yang (Jack) Lu
Office: TC 332A
Office Hours: T 11:00 AM to 2:00 PM; R 2:00 PM to 5:00 PM. Other times by appointmen
Contact Information: luj@cofc.edu, Include “DSCI 320” in the subject line

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 eCommerce, 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 level 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: **Students will engage in solving problems using 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: **Students will participate in a team project designed to synthesize what was learned.**

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

**Required Books**


9781259814297

**Register yourself here**


where x is your section number 2 or 4.

**Free Excel Tutorial**

https://alison.com/

**Final Grade Computation**

To show what you know, there will be chapter quizzes, lab work in Excel and Access, a team project, two major tests and one cumulative exam.

A reading quiz based on each chapter of the textbook can be expected. Quizzes take place at the beginning of class and last approximately 5 minutes. Quizzes are due at the end of these 5 minutes and will not be accepted after the professor makes the turn in call. Make up quizzes are only possible up to 24 hours after the quiz date.

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 software on your personal laptop.

A team project will be completed by groups of students. 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.

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills</strong></td>
<td></td>
</tr>
<tr>
<td>Lab work (Excel, Access, other)</td>
<td>12.5%</td>
</tr>
<tr>
<td>Excel Exam</td>
<td>12.5%</td>
</tr>
<tr>
<td>Access Exam</td>
<td>12.5%</td>
</tr>
<tr>
<td>Team project</td>
<td>12.5%</td>
</tr>
<tr>
<td><strong>Concepts</strong></td>
<td></td>
</tr>
<tr>
<td>Chapter quizzes (7)</td>
<td>10%</td>
</tr>
</tbody>
</table>
Course Policies

iCare: I will gladly honor your request to address you by the name and gender pronouns of your choice. Please advise me of this early in the semester via your college-issued email account or during office hours so that I may make the appropriate notation on my class list.

Attendance: Students are expected to attend all classes, hand in all work by the due date and take examinations at the times and dates announced. Students not present for exams, quizzes, or lab work will automatically receive a zero for the assignment unless otherwise specified by the professor (rare cases). **Students are allowed to miss 4 (unexcused) days of class without penalty.** Each session of class missed after 4 days of absences will result in 5 points of the student's final grade being deducted. A portion of the material in the class is not in the book and cannot be covered outside of class. For special exceptions, please see the professor when extenuating circumstances apply.

Use 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 the instructor of the mistake. Failure to notify the instructor within this time frame will result in the recorded grade becoming permanent.

Exam/Quiz Policy: Turn off cell phones and any audible devices during written 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 conflict. **In case of sickness or an emergency please contact Undergraduate Academic Services first.**

Classroom Conduct: Please turn off cell phones and any audible devices during class. Please do not hold private conversations during class. 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.

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:** Any student who feels he or she may need an accommodation based on the impact of a disability should contact the instructor individually to discuss your specific needs. Also, please contact the College of Charleston, Center for Disability Services http://disabilityservices.cofc.edu for additional help and documentation.