Syllabus
DSCI 320 Management Information Systems
Fall 2019
School of Business, College of Charleston

Section 1, MWF 11:00 – 11:50 PM, Tate 130, CRN 11469
Section 4, MW 4:00 – 5:15 PM, Tate 130, CRN 10961

Professor: Christopher W. Starr, PhD
Office: Beatty 112
Office Hours: MW 10 AM – 10:45 AM, MW 12 PM – 1 PM
Other times by appointment >= 1 day
Contact Information: starrc@cofc.edu Email subject line must start with “DSCI 320”
Office Phone: 843 953-8150

Course location: Tate 130, 5 Liberty St

Method of Teaching/Learning: Lecture, computer-classroom

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** – a must read; every chapter in detail
New, used, rental and e-books are all OK to use.

**Video Tutorials (Excel and Access)**
Listed on OAKS to teach and supplement your skill building with these tools

**Weekly Schedule**
A detailed, weekly schedule will be provided and maintained on OAKS/Content. Check OAKS for the latest updates to the class schedule which includes when assignments are due and when
tests, quizzed and projects are due. You are encouraged to configure OAKS to push messages to you as you prefer to receive reminders.

**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.

You will be asked to complete a 10-question, closed book, reading quiz in class following a chapter reading assignment. 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 5 days after the quiz date and with an excuse from Undergraduate Academic Services. There are 9 quizzes in total. Quiz grades all count, as none are dropped.

Excel projects and Access projects are given to help you master skills on those MIS platforms. Following a series of seven projects in Excel, you will take an in-class Excel exam on a computer to show your proficiency. Likewise, following a series of five Access projects you will take an in-class Access exam on a computer to show your proficiency.

A team project will be completed by groups of two 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>
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</thead>
<tbody>
<tr>
<td>Skills</td>
<td></td>
</tr>
<tr>
<td>Lab work (Excel and Access Projects)</td>
<td>10%</td>
</tr>
<tr>
<td>GMetrix (Core Tests 1, 2 and 3)</td>
<td>10%</td>
</tr>
<tr>
<td>Excel Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Access Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Team MIS project</td>
<td>10%</td>
</tr>
<tr>
<td>Concepts</td>
<td></td>
</tr>
<tr>
<td>9 Chapter Reading Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Test 1 (Chapters 1-4)</td>
<td>10%</td>
</tr>
<tr>
<td>Test 2 (Chapters 5-9)</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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<table>
<thead>
<tr>
<th>Extra Credit Opportunities</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt Certiport Excel Certification, not pass</td>
<td>1</td>
</tr>
<tr>
<td>Pass Certiport Excel Certification Exam</td>
<td>4</td>
</tr>
<tr>
<td>ImpactX IM attendance and reflection</td>
<td>2</td>
</tr>
</tbody>
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Course Policies

Communication: All email messages that you want the instructor to see and read must include “DSCI 320” in the subject line. Messages without DSCI 320 may not be found to answer.

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, including this course. 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.

All excused absences must be documented in writing (digital or physical). Excused absences include the following categories.

- Academic program participation
- Intercollegiate academic team competition
- Intercollegiate athletic team competition
- Job interview
- Medical sickness
- Airline flight delays into Charleston

Accommodations for excused absences
Rescheduling by email must be made in advance of a planned absence or promptly following the absence. Missed work must be completed within 7 days (including weekends) of returning from the absence.

Unexcused absences include and are not limited to the following unless otherwise covered by the excused absences list:
- Not on time to class
- Extending an academic holiday, such as MLK day and spring break

Only unexcused absences contribute to the determination of a “WA”, which stands for “withdrawn excessive absences” and is equivalent to a failing grade. Four or more absences AND a current course grade less than 80% is the threshold for a “WA”.

Attendance is not a graded portion of the course.

## Numerical Grade to Letter Grade Mapping

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 94</td>
<td>A</td>
<td>73-75.99</td>
<td>C</td>
</tr>
<tr>
<td>90-93.99</td>
<td>A-</td>
<td>70-72.99</td>
<td>C-</td>
</tr>
<tr>
<td>86-89.99</td>
<td>B+</td>
<td>66-69.99</td>
<td>D+</td>
</tr>
<tr>
<td>83-85.99</td>
<td>B</td>
<td>63-65.99</td>
<td>D</td>
</tr>
<tr>
<td>80-82.99</td>
<td>B-</td>
<td>60-62.99</td>
<td>D-</td>
</tr>
<tr>
<td>76-79.99</td>
<td>C+</td>
<td>&lt;60</td>
<td>F</td>
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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.

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 graded 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 Expectations:** Turn off cell phones and any audible devices during all quizzes, tests and exams. Quizzes, tests and exams are closed book and to be taken as scheduled. Assignment and testing 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 writing by email. **In case of emergency please contact Undergraduate Academic Services.**

**Course Continuity:** If the College of Charleston closes and members of the community are evacuated due to inclement weather, students are responsible for taking course materials with them in order to continue with course assignments consistent with instructions provided by the instructor. Do not leave your academic materials in Charleston. Take them with you.

In cases of extended periods of institution-wide closure where students have relocated, the instructor will articulate a plan that allows for supplemental academic engagement despite these circumstances. Instructions will be posted on OAKS.

For all anticipated absences by the instructor, classwork will continue online for those class periods. Instructions will be posted on OAKS.

Only in unforeseen circumstances that cannot be avoided and for which preplanning cannot be done, such as the instructor becoming suddenly ill or suffering from an accident will a lecture period ever be cancelled. Cancellations, if they occur, will be posted at the last minute on OAKS.

**Information Technology:** A Windows computer is provided for you during class. Computers configured similarly with Excel and Access are located in the SB and CofC Library and in other locations.

You may use your own computer in class and for homework in this class. If you use your own computer, you will be responsible for loading and maintaining the Excel software and Access software on your own and at your expense. The instructor will do what he can to help you as time permits. Note that Microsoft does not make a copy of MS Access that runs natively on an Apple Mac laptop. However, you are encouraged to install Parallels and then load MS Windows on your Mac so that you can then load Access to run on your Mac.
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. Your problems, ideas and opinions need to be expressed in a professional way.

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

Gender Equity: The instructor will gladly honor your request to address you by the name, nickname and/or gender pronouns of your choice. Please advise the instructor 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.
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 responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed. Also, if you have trouble hearing or seeing, please ask the instructor to reserve a seat for you on the front row of the classroom.

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.