DSCI 320. Management Information Systems (Hybrid: On-line and Face to Face)

Professor: Dr. Gioconda Quesada  
Office: BCTR 434 (Beatty Center)

Meeting Times: TR 1:40-2:55 pm (hybrid)  
E-mail: quesadag@CofC.edu

Office Hours: MT 8:30-10:45am; T 1-1:30pm  
Office Phone: (843) 953-4277

Or By Appointment

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. Review the current issues, trends and future developments in business information processing and management.

Prerequisite

Junior standing; ACCT 203, ACCT 204; DSCI 232; MATH 104; Computer literacy.

People who really feel behind in Excel Skills, should buy a Simnet Account at: https://cofc.simnetonline.com; you must select the course "DSCI 232 Dr. Quesada/Dr. Gonzalez". You must cover the Excel lessons during the first two weeks of class. It is a lifetime license, so you can use it later on. Cost: $87.50 (select “Simnet 2010-Suite”). A video to show you how it looks like can be found at: http://youtu.be/nT-KL5ppvV8 Simnet IS NOT MANDATORY

Learning 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, 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, 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.

School of Business Learning Goals:

At the completion of this course, the student should understand the following:

Communication Skills
Students will be introduced to contemporary information systems concepts, terminology (e.g., TPS, MIS, DSS, EIS, databases) and provided an understanding of the differences between various types of computer information systems. Students will also gain valuable experience writing and presenting individual and group projects on information technology in the workplace.

Quantitative Fluency
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.

Global and Civic Responsibility
Students will become aware of the current ethical issues associated with corporate use of information and technology, and common corporate policies that address these issues. In addition, students will learn about the role of enterprise IT architecture in managing distributed business processes across the global enterprise.

Intellectual Innovation and Creativity
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.

**Synthesis**
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.

**Text and Course Materials:**


Most work will be done on a computer. Be sure to back up all work. Computer failures, and lost or unreadable files are not excuses for late work. It is important to have a back up plan in case your computer fails. Find access to a computer at work, school or the library to use if you computer should fail. If you are not coming to campus it is your responsibility to find a computer with the required software.

It is your responsibility to see that you have the required software (no need to buy, all required software is available in all SBE and library computers). Most Microsoft Office offers one month free trial. All computers in School of Business and library have the appropriate software. We use PC-based environment in all evaluations, so plan ahead if you must use computers at work, school or the library.

**Attendance Policies (non-negotiable policy)**

- Attendance is MANDATORY to take quizzes or exams and when we have scheduled face to face class. You CANNOT take online quizzes/exams unless it is specified as "online" in the calendar. Students who try to take online quizzes/exams will be penalized in their participation grade, and they will receive a 0 in the quiz/exam.
- This is a hybrid course, which combines face-to-face classroom instruction with computer-based learning. A significant portion of course work and learning takes place online. All exams and quizzes are taken in the classroom, unless specified by the instructor.

**Homework and Project Submission Policies**

- Lab assignment and project submissions are due before class on the scheduled due date.
- Late lab assignments will not be accepted.
- Late projects will be immediately penalized 30%, and will incur an additional 30% penalty for each additional calendar day the submission is late.
- Please be advised that technology is not perfect. System downtime, computer crashes, slow networks, computer viruses, etc. are facts of life; it is each student’s responsibility to take the necessary precautions and safeguards so as not to fall victim to these potential problems. **Technology-related issues and problems will not be accepted as reasonable causes for late assignments.** Therefore, students are advised to protect their work and their computers. Save your files often, make backups, and check your computer frequently for viruses. Get in the habit of practicing “safe computing” and following good computing practices.

**Missing Exams/WIC/Quizzes/Assignments**

- No makeup exams/WIC/Quizzes/Assignments will be given.
- If you missed a class, and we had a Work In Class assignment or a surprise quiz, your grade will be 0. No make ups, sorry. If you know you will miss class, I can do a make up quiz before the class, not after, but this does not apply to work in class or surprise quizzes.
SNAP Students/Special Accommodations/Athletes

- Students needing special accommodations should present official letters to the professor within the first week of class.
- No additional time will be given for quizzes. We measure in quizzes the ability of the student to respond within a specific time what is being tested, additional to answering the question correctly.
- For all other tests, the student should bring the envelope to the professor and he/she should pick it up on the day of the test to bring to the testing center. The professor won’t bring the test to the testing center, it is the student’s responsibility. Students should use the testing center for additional time. If they decide to do the test with the rest of the class, no additional time will be given.

Use of Computers during class or exam times

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 the professor’s at the front of the class. The professor will use this software to monitor lab computer usage and the professor reserves 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. Therefore, ensure that any and all of your computer activity during class time is only as instructed by the professor.

College of Charleston Honor Code

- 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
- During exams, students are not allowed to go to the bathroom. Students should leave their cell phones out of their reach. The same applies to any other electronic devices such as ipods.
- Computer monitoring will also be reinforced during quizzes/exams.

Complaints about Exams Grading

- The professor encourages students to review in detail when exams/quizzes are returned. You have three days after the graded evaluation is turned back to you to make any questions or complaints about it. If that time is passed, it means you have accepted the grade given and no further complaints are accepted.
- No complaints are accepted for any reason if the two-day period has passed (non-negotiable).

Teaching Method

Lecture, assigned reading, hands-on exercises, and cases. We will use e-learning as a support tools in the course, therefore, students should have the responsibility to learn how to use Excel (use the videos in Microsoft website to review Excel). The professor will assume you know ALL the tasks practiced in the videos on page 1). Any detailed questions about excel, should be done outside the classroom to avoid distracting class objectives.

Topical Coverage

1. Business Driven Technology
2. Identifying Competitive Advantages
3. Strategic Initiatives for Implementing Competitive Advantages
4. Valuing Organizational Information
5. Storing Organizational Information (Databases)
6. Enabling the Organization (Decision Making)
7. Extending the Organization (Supply Chain Management)
8. Building a Customer-centric Organization (Customer Relationship Management)
9. Integrating the Organization from End to End (Enterprise Resource Planning)
10. E-Business
11. Managing Organizational Projects
12. Business Process
13. Information Security

Miscellaneous Policies:

- Although I will try to maintain the class schedule and objectives, I may need to make adjustments. You are responsible to check OAKS SCHEDULE for the most recent calendar of activities and dates. Don’t ask the professor about exams dates, since he/she will not give you as accurate information as the OAKS SCHEDULE.
- The professor does not give additional projects to increase students’ grades before or after the exam(s). The professor does not round grades, a 59.9 total grade is an F.
- During exams, students are not allowed to go to the bathroom. In addition, students are not allowed access to any communications devices including cell phones, tablets, etc. Violation of either of these policies is grounds for dismissal.
- OAKS will be disabled 2 hours before the test (Please plan accordingly to watch videos, study last minute).
- While I will try to maintain the class schedule and objectives, I may need to make adjustments.
- Use of the lab computers is prohibited during class, unless instructed by me. Each of the lab computers is equipped with activity monitoring software, which links your computer (screen and all) to mine at the front of the class. I will use this software to monitor lab computer usage and I reserve the right to publicly display any lab computer’s screen at anytime to the rest of the class. I also reserve the right to take control over any lab computer using this software at any time during class. Therefore, ensure that any and all of your computer activity is only as instructed by me.
- No food or drinks allowed in the lab.
- No caps allowed during the test.

Grading and Evaluation:

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<thead>
<tr>
<th>EVALUATION</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Excel (10% small projects)</td>
<td>25%</td>
</tr>
<tr>
<td>Access (10% small projects)</td>
<td>25%</td>
</tr>
<tr>
<td>Theory Exam 1</td>
<td>20%</td>
</tr>
<tr>
<td>Theory Exam 2</td>
<td>20%</td>
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<tr>
<td>Theory Quizzes</td>
<td>10%</td>
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<thead>
<tr>
<th>LETTER GRADE</th>
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<tbody>
<tr>
<td>&gt;= 95</td>
<td>A</td>
<td>73-75.99</td>
</tr>
<tr>
<td>92-94.99</td>
<td>A-</td>
<td>70-72.99</td>
</tr>
<tr>
<td>87-91.99</td>
<td>B+</td>
<td>66-69.99</td>
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<tr>
<td>83-86.99</td>
<td>B</td>
<td>63-65.99</td>
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<td>80-82.99</td>
<td>B-</td>
<td>60-62.99</td>
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<tr>
<td>76-79.99</td>
<td>C+</td>
<td>&lt; 60</td>
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Coursework Details

- CONCEPT EXAMS - Exams will be multiple formats including multiple choice, short answer, etc.
- SOFTWARE EXAMS – Software exams will test your proficiency in Microsoft Excel and Microsoft Access, covering the functionality introduced in software lab work throughout the semester.
- SMALL PROJECTS – Software lab work will expose you to the functionality of Microsoft Excel and Microsoft Access. This work will typically be assigned in class and due before the subsequent class period. In addition, activities and assignments will be assigned and due within the same class period. Announced and unannounced quizzes can also be given during the class and will fall under this category of coursework. Class attendance is very important; there is a strong correlation in this class between attendance and final grades.