DSCI 320. Management Information Systems

**Professor:** Dr. Deepti Agrawal  
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**Office Hours:** TR 10 am - Noon, 3 pm - 4 pm, and 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.

**Prerequisites:**
Junior standing; ACCT 203, ACCT 204; DSCI 232; MATH 104 or 250

**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 Access to support information management and decision making. This technology will then be used to solve structured 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, this knowledge will then be used to solve structured 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 expience integrating knowledge from complementary disciplines and applying this knowledge to the development, evaluation, and improvement of management information systems.

**Text and Course Materials:**
2. **Access to SAM 365/2016 Platform:** Please purchase access to the SAM platform at the following link: [www.cengagebrain.com/shop/isbn/9781305885172](http://www.cengagebrain.com/shop/isbn/9781305885172)

**Grading and Evaluation:**

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<td>Concepts Exam 2</td>
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<td>Assignments &amp; Quizzes</td>
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Coursework Details:

- **CONCEPT EXAMS** - Exams will have questions in multiple formats including multiple choice, short answer, etc.

- **SOFTWARE EXAMS** - Software exams will test your proficiency in Microsoft Excel, Microsoft Access and other software tools covering the functionality introduced in software lab work throughout the semester.

- **ASSIGNMENTS AND QUIZZES** - Software Assignments will expose you to the functionality of Microsoft Excel, Microsoft Access and other software tools. Each software assignment on SAM platform can be submitted up to 2 times, prior to the scheduled due date and time.

  Additional lab work may be assigned in class, to be completed and submitted prior to the end of the class period. Announced and unannounced quizzes can also be given during the class and will fall under this category of coursework.

- **PRESENTATION AND CLASS PARTICIPATION** - Participation in online and in-class discussions is expected throughout the course and will be evaluated. In addition, students will be required to make a 5-minute presentation about technology-related topics. More information about the presentation will be provided in class.

  Attendance Policy (Non-negotiable):

  - Students are allowed to miss only **FOUR SESSIONS** of class without penalty. If you miss four sessions, the next missed session will turn your grade one letter grade down and the next one, another letter grade down, and so on. This is a non-negotiable policy. Absences do not have to be excused, as every absence counts for this rule.

  - Class attendance is very important; there is a strong correlation in this class between attendance and final grades.

  - Please note that meetings during office hours are not a substitute for class attendance.

  - If you must miss a class, it is your responsibility to obtain class notes, handouts, and any schedule changes from classmates or look for information on OAKS.

  - Tardiness: Showing up late to class is both disrespectful and prevents you and your fellow students from being fully engaged in the course. **Showing up in the last quarter of the class meeting time will be treated as an absence.**

  Missing Exams/ Assignments/Quizzes:

  - No makeup exams in class will be given with the exception of extreme circumstances as judged by the professor.

  - If you miss a session and we had a Work-in-class activity or surprise quiz, you cannot submit it late and will receive a 0 (zero) grade for that WIC/quiz- no exceptions to this rule.

  - Take-home assignments and quizzes are due **before class begins** on the scheduled due date. A student may request to makeup only one missed assignment or quiz in the entire semester within 1 week of due date.
• 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.

**Complaints about Exams Grading:**

• Students are strongly encouraged 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.

**Teaching Method:**

• Lecture, assigned reading, online discussions and hands-on exercises. We will use e-learning as a support tool 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 the basics.

**Miscellaneous Policies:**

• 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.

• While I will try to maintain the class schedule and objectives, I may need to make adjustments.

• Actively manage your college-provided email account and Oaks calendar. Stay abreast of class announcements and policies by reviewing the syllabus and OAKS frequently.

• 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.

• Professional conduct is expected at all times in class. Attend class and arrive on time. Remain in class until dismissed. Do not talk to classmates while the professor (or another student who has the floor) is talking.

• Be prepared by reading the required material and be ready to participate and discuss relevant issues.

• Cell phones must be in silent mode for the duration of the class. Students should NOT answer or make calls during the class time.

• Browsing social networking websites during class time is not allowed.

• No food or drinks allowed in the lab.

• The professor does not give additional projects to increase students’ grades before or after the exam(s).

**Finally and most importantly, all participants in the class should be considerate of the other participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person providing feedback are strictly honorable. Insensitivity in this area will not be tolerated.**

**SNAP Students/ Special Accommodations/ Athletes:**

• I am happy to work with all students to ensure that they have equal access to the educational experience of this class. 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 special accommodations are responsible for notifying me as soon as possible and for contacting me again one week before accommodation is needed.
College of Charleston Honor Code and 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 professor determines the student’s actions are related more to a misunderstanding will be handled by the professor. 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 professor 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 professor 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 professor 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 professor.

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