Management Information Systems

Contact

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Professor

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Office Hours

By appointment only via Skype or Webex

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.

This course addresses the following
School of Business learning goals:

- Goal 2: Quantitative Fluency: Students will demonstrate competency in logical reasoning and data analysis skills using Excel and Microsoft Access.
- Goal 3: 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 become aware of a variety of current and emerging "green" technologies, and how companies are leveraging these technologies to accomplish their sustainability initiatives.
- Goal 4: Students will demonstrate their resourcefulness and originality in addressing database and worksheet problems in business.
- Goal 5: Synthesis. Students demonstrate the ability to integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks for their software projects.

Course Materials
McGraw-Hill eBook+Connect. ISBN:
**http://connect.mheducation.co
m/class/g-quesada-dsci320-
maymester**

Or buy the office (including Access in PC versión) for $9.95:
**https://www.microsofthup.com/hu
pus/home.aspx**

Course Organization
There are two parts in this course:
theory and software.
Theory
This course will require a **great deal of reading** on your part. It is critical that you read and study the material in the assigned chapter before completing the learnsmart assignments in Connect. Then, use both to study for the quizzes.
Quizzes and learnsmart assignments will be completed using Connect (unless otherwise specified). No late assignments are accepted (no exceptions).
Software
Excel and Access are the two software that will be required for the class.
As a student, you have free access to Office 365 (with Excel, Access is not included)
(http://blogs.cofc.edu/scs/shopping-tips/free-office-365/) It is the student's responsibility to have a computer with both software completely installed on the computer. Otherwise, you will have to use the computers in the Library. The instructor is not your technician, you have helpdesk to help with software issues.
There will be MANDATORY videos and assignments for Excel (Tuesday May 23rd) and also for Access (Tuesday May 30th). Your routine will be to read, watch software videos, replicate the videos, or solve assignments and submit work in OAKS dropbox. All videos and

assignments are either in Content or Dropbox.

Attendance Policy – COURSE LOAD RECOMMENDATION (TOTAL MINIMUM HOURS PER DAY REQUIRED)
Attendance is MANDATORY in every class (between 8:30 and 12 pm). This is like 3 days of class each day. If you miss a day, your grade will be F (no exceptions). If you are absent any time between the start of class and 9:45 am, your grade is reduced by one letter grade. If you come in after 9:45 am, your grade is reduced by two letter grades.
The minimum time required to successfully pass this course is between 5 and 7 hours PER DAY. If you do not have the time, I suggest you take it during a regular semester.

SNAP Students/Special Accommodations/Athletes
Students approved for SNAP services or athletes are required to present official letters to the professor within the first 2 days of class. Failure to do this means the student waives the right for special accommodations for the remaining of the semester.
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 is required to remind the professor 3 days prior to each test so she can make the appropriate accommodations.
You must start the exam at the same time as the rest of the class in the SNAP center.

E-mail Business Etiquette
e-Mail will be responded in 24 hours (except on Weekends).

Do not abandon business etiquette in your use of e-mail! I will not respond to e-mails if you do not follow the below guidelines:

- Business-like writing style (Dear Dr. Quesada, sincerely etc..)
- Be concise and to the point.
- E-mail alias so recipient sees your full name, or your full name with @g.cofc.edu, in his/her e-mail inbox.
- Subject line meaningful to recipient (identify your class DSCI-320). Always include this as your subject line!!! Including section number.
- Content clearly states the purpose of the e-mail including any action to be taken from the professor.
- Be careful about including quotations and sayings in your signature block. Obviously don't include anything that has potential to be offensive or misunderstood. Think about the impression your message sends to someone who doesn't know you, and be judicious.

Grading Structure
Business is measured by performance. Efforts are important to get you to your desired performance, but just the effort is not good enough. Your grade is not determined by how much time you put or how "hard" you feel you worked. It is actually on what you produce, the quality of your assignments and tests. Grades are yours to earn, not mine to give!

Quizzes...15%
Learnsmart Modules........................25%
Exams...30%
Excel/Access Small Projects............30%

An "A" is reserved for truly excellent work. If you earn an "A", you went above and beyond the call of duty not just with your efforts but also with your performance. A "B" indicates very good work. You did not just do the minimum requirements but you made an extra effort to show your skills, and your effort showed. A "C" means you did average work, you did what was asked and you did it satisfactorily – nothing less, nothing more. A "D" means you need to improve – you did below the minimum requirements. An "F" is guaranteed if you turn very poor work or you rarely participate in class.

CofC Honor Code
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.
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. 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.

Students can find the complete Honor Code and all related processes in the <u>Student Handbook.</u>

Remind (texting or emails)
I use an app "Remind" that allows us to text without knowing our real phone numbers. I can text to the whole class, which is great so I can send reminders on what is due or what you should be working on. This will be my best way to keep you up with the material you should be working on. Instructions can be found in OAKS content>How to Sign Up for Remind.
I will start using it on Day 1!!!!

Small Projects (ESPs and ASPs)

The professor will randomly choose which ESPs or ASPs she will grade, but they all must be turned in as if they were going to be graded. You cannot ask the professor to replace a 0 with a project that you submitted, all projects should be submitted with your best work!!!