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.

This course addresses the following **QEP learning goals**:

- **Goal 1: Building awareness.**
  - Students can identify key ways to be more eco-efficient/sustainable in MIS.

**Course Materials**


Install Office 365 (free of charge using your CoC Credentials). Make sure to install Microsoft Access:


**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. 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 and also for Access. 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)**

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.
I will start using it on Day 1!!!!

important information! This is mandatory! Otherwise you will miss
https://www.remind.com/join/dsci320
should be working on. Use this link to sign
way to keep you up with the material you
should be working on. This will be my best
reminders on what is due or what you
whole class, which is great so I can send
real phone numbers. I can text to the
that allows us to text without knowing our
I use an app “Remind”

Short messages (similar to Tweeter, about 100 characters!)
Less formal than email, just like texting,
Technology LOL

Subject line meaningful to recipient
(identify your class DSCI-320). Always
include this as your subject line!!!

Include your complete name, course
number, section number, and your
student ID number.

Content clearly states the purpose of the
email 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.

Remind 101

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. Use this link to sign up: https://www.remind.com/join/dsci320

This is mandatory! Otherwise you will miss important information!
I will start using it on Day 1!!!!

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!

THEORY (35%)
Appendix C Quiz…………………………..5%
Learnsmart Modules……………………….20%
Exam…………………………………………10%

EXCEL (35%)
Excel Small Projects………………….25%
Exam…………………………………………10%

ACCESS (25%)
Access Small Projects………..…………….25%
FREE (5%)
Assigned to your highest category (Theory, Excel or Access)

MANDATORY SYNCHRONOUS ONLINE TIMES/DATES
You must have reliable internet access and login during the following time periods:

- Monday May 21st: 10 am-12 pm
- Friday May 25th: 10 am-12 pm
- Tuesday May 29th: 8:30am-11:30am

These dates are non-negotiable. Failure to be online and participate during those times results in a grade of 0 for the corresponding assignment/exam/quiz.

<table>
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<tr>
<th>LETTER GRADE</th>
<th>A</th>
<th>B+</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F</th>
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<tbody>
<tr>
<td>86-89.99</td>
<td>B+</td>
<td>70-72.99</td>
<td>60-62.99</td>
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<td>80-82.99</td>
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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 Student Handbook.

Each student is expected to complete their own work in assignments/quizzes/exams without additional help.

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!!!!
ONLINE FORMAT

- The asynchronous on-line format allows self-motivated, task-driven students the flexibility to complete coursework over the internet. If you are not self-motivated/task-driven, it might not be a good idea to take this course online!
- Because we don't actually meet face-to-face, it's essential that you maintain an active presence in the class, checking OAKS regularly and viewing the assigned lectures/videos as soon as they are posted, before the next videos/lectures come! Remember that I can see when you log onto OAKS and monitor your progress through the class.
- Online is NOT easier than a face-to-face class environment. On the contrary, if you don’t have the discipline and organization to keep up with the class on your own, online can be more difficult than regular physical environments.
- Much of the class will be run like a traditional course, except that the online format should encourage more exchanges between students than you might be accustomed to in a physical classroom. You will be expected to do the same sorts of activities that you do in a regular class such as reading and writing, guided by feedback from me, and heavy video watching and practicing on your own.
- It is essential that you stay on top of the course assignments. I will post due dates and reminders, but it is on you to make sure that you don’t get behind. Do not make the mistake of thinking this is an easy class because we’re meeting online. The material is quite difficult, and will take a lot of effort on your part to master.
- Students are expected to be polite and respectful in ANY communication with others in our course community. This includes emails, discussion postings, etc.

Technology Requirements

Hardware:
- Computer with high speed internet access, WebCam, sound and video card (to play videos and have skype office hours).
- For the Microsoft Access part of the course (May 21st to the end), you will need access to a Windows environment. If you have a Mac, ask the student computing services for help, either to install a parallel software in your Mac so you can run windows or any other options. You might need to ask someone to lend you a PC during this time. BE AWARE THAT IF YOU DON’T SOLVE THIS PROBLEM, YOU CANNOT GET THE POINTS FOR THE MICROSOFT ACCESS PORTION. YOU MUST FIGURE IT OUT BEFORE MAY 21ST. This is not an excuse for turning assignments late.

Software:
- Microsoft Office 2010 or higher.
- If you have a Mac, you can still use it for everything we do in class, but you will have to learn it on your own, if they happen to be different from the Windows version. If you are a Mac User, you must install StatPlus (for free) and learn how to use it on your own!
- Adobe Flash Player
- Adobe Reader
- Browser
- OAKS (you must check in OAKS everyday: Calendar/Assignments/New Videos, etc)
- Remind101 (texts or emails)

Technical Support

If you have technical problems, please contact the Student Computing Support Desk at 843.953.5457 or email StudentComputingSupport@cofc.edu. Check for computing downloads and tutorials at blogs.cofc/scs/
Resolve problems promptly. Computer failure/unavailability does not constitute an excuse for not completing assignments by the due date. You must not leave homework/quizzes/exams to the last minute!
The professor won’t provide any technical assistance on any computer related problem, you must use Student Computer Support Desk.

Missing Exams

- Dates for exams are posted in the Calendar since week 1. If changes are made, the professor will notify them at least a week in advance.
- There will be NO MAKE UPS under ANY circumstances.

EXAMS AND QUIZZES AND SMALL PROJECTS ARE INDIVIDUAL WORK. THE HONOR CODE WILL APPLY!!!!

We MIGHT use remote proctor ($25 per exam). If so, students must have a computer and webcam that meets the technical requirements and reliable internet connection. Students must get familiar with the site ahead of time (the professor will let you know if we will use proctor now or not 2 days before the exam):

https://www.una.edu/distance/docs/RPNowExamTakerGuide.pdf

Check OAKS calendar every day, many assignments are due each day. Everything is due at 11:59 pm in the due date, unless otherwise specified.