Professor Information
• **Name:** Dr. Chen-Huei Chou
• **Email:** chouc@cofc.edu (Please start with [DSCI 320] in the title field, message without this portion may be ignored or delayed)
• **Office Hours:** Questions via email

Class Time & Location
• **Time:** June 2 – July 1, 2020 (Eastern Standard Time)
• **Location:** Completely Online with Synchronized Online Component for Two Exams

Response Times
Students can expect responses from me as follows:
• **Email:** approximately within 24 hours
• **Assignment and exam feedback:** approximately within 72 hours of submission date

Course Delivery
The synchronous online format allows self-motivated, task-driven students the flexibility to complete coursework over the Internet. Students must have access to a computer with high-speed Internet access throughout the course. Computer failure/unavailability does not constitute an excuse for not completing assignments/exams by the due dates.

The class will be administered through OAKS, the College’s learning management system. The course materials such as PowerPoint slides with scripts, Excel and Access files will be available on the OAKS.

Expectations
Students are expected to check the course site on OAKS and your e-mail at least 5 days per week to stay current with course work so that you will be aware of any changes or developments in the schedule. You are expected to contact me over e-mail if you have any questions.

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

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.

Intellectual Innovation and Creativity
After gaining training and exposure to database systems (Access) 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.

Required Software and Hardware
- Reliable fast speed Internet
- A personal computer running Microsoft Windows
- Microsoft Excel 2013, 2016, 2019, Office 365 (PC version only) or Excel 2016, 2019, Office 365 (Mac version; other Mac versions won’t be compatible)
- Microsoft Access 2013, 2016, 2019, Office 365 (PC version only; There is no Mac version available)
- Microsoft Word
- PowerPoint Reader
- Internet browser
- PDF reader such as Adobe Reader
- Printer+scanner or printer+camera (phone or digital camera) or monitor+camera (phone or digital camera) for signature collection in each exam and assignment
Required Textbooks & Materials

eTextbook Option

Note: The course PowerPoints with scripts, syllabus, Excel files, Access files, and other course materials will be available on OAKS. There is no need to have access code for the textbooks. All necessary files will be posted to the OAKS.

Scheduled Exam Times
Exam 1: 6:00pm-8:30pm EST on June 16 (Tuesday)
Exam 2: 6:00pm-8:30pm EST on June 30 (Tuesday)

Note: You are required to take the exams as scheduled online. Technical issue is not a valid excuse for exam makeup

EVALUATION PROCEDURES

Grading and Evaluation:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>20</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20</td>
</tr>
<tr>
<td>Assignments</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>

Grade cutoff points are:

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 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>
</tr>
</tbody>
</table>

I reserve the right to adjust the grading scale down if needed.
POLICIES AND PROCEDURES

OAKS and MyCharleston Usage:
Grades will be posted on OAKS and MyCharleston. It is the student’s responsibility to ensure that all grades entered are correct. If I have made a mistake, the student has one week from when the assignment/exam was handed back to notify me of the mistake. Failure to notify me within this time frame will result in the recorded grade becoming permanent.

Exam Policy:
Students are not allowed to access course materials, Internet, and any communication devices including cell phones, tablets, instant messengers, etc. Exams are closed book and to be taken as scheduled by yourself over the OAKS electronically. During the exam, you can load the required applications only. You may use Word/Excel/Access to type your answers. You SHOULD upload your files and signature page to the OAKS by the scheduled deadline. No makeup exams will be given except for documented emergencies. In case of emergency please contact the professor via e-mail by the end of the exam. Technical issues such as Internet loss, malfunctioned computer, etc. are not considered valid emergencies. Points will be taken if files are failed to be submitted to the OAKS. The deadline (server time) set by the OAKS must be followed. Your local computer time may need to be adjusted if needed. It may take a while to upload files to the OAKS. It is students’ responsibility to reserve time for uploading files to the OAKS. In case the OAKS folder is closed after scheduled deadline, you should still email the files to me (chouc@cofc.edu) as soon as you can. College of Charleston email received time will be used for making point reduction based on the following criteria.

<table>
<thead>
<tr>
<th>Late Submission to <a href="mailto:chouc@cofc.edu">chouc@cofc.edu</a></th>
<th>Points Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 5 minutes</td>
<td>15 points</td>
</tr>
<tr>
<td>&gt; 5 minutes and ≤ 10 minutes</td>
<td>30 points</td>
</tr>
<tr>
<td>&gt; 10 minutes and ≤ 15 minutes</td>
<td>45 points</td>
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<tr>
<td>&gt; 15 minutes and ≤ 20 minutes</td>
<td>60 points</td>
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<tr>
<td>&gt; 20 minutes and ≤ 25 minutes</td>
<td>75 points</td>
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<tr>
<td>&gt; 25 minutes and ≤ 30 minutes</td>
<td>90 points</td>
</tr>
<tr>
<td>&gt; 30 minutes</td>
<td>100 points</td>
</tr>
</tbody>
</table>

Assignment Policy
It is required to provide your specific signature page on assignments you will turn in. The individual assignments should be done by yourself. You may use Word/Excel/Access to type your answers. You SHOULD upload your files and signature page to the OAKS by the scheduled deadline. In case the OAKS folder is closed after scheduled deadline, you should still email the files to me (chouc@cofc.edu) as soon as you can. College of Charleston email received time will be used for making point reduction based on the same criteria listed in the Exam Policy section.

Signature Policy
You are required to provide your signature on all works, including assignments and exams, done in this class. Different electronic signature sheets will be provided for different exams and assignments. There are two ways to provide your signature on the provided electronic sheet.
1. First approach:
   - Print out the sheet and sign your name on the paper
• Scan or take clear picture of the signed sheet. Upload the scanned file or picture to the OAKS.

2. Second approach
   • Load the provided file on your monitor and sign your name on any paper
   • Put your signature on top of the loaded file on the monitor and take clear picture of it. Upload the picture to the OAKS.

Attendance Policy
The daily attendance record being collected on the OAKS is for curving purpose. Please refer to the Introduction slides for details.

Questions and Problems:
You are encouraged to ask questions over e-mail, I would love to hear your ideas and opinions.
**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 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 XXF 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 XX to be expunged. The F is permanent. 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](http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php)
## SCHEDULE OF TOPICS

### Note for abbreviations:
- **TIA** = Technology in Action
- **Excel** = Exploring: Microsoft Excel 2019
- **Access** = Exploring: Microsoft Access 2019

<table>
<thead>
<tr>
<th>Module</th>
<th>Text Chapters/Topics</th>
<th>Date</th>
</tr>
</thead>
</table>
| 1      | TIA Ch 1: The Impact of Technology in a Changing World  
        | TIA Ch 2: Looking at Computers  
        | TIA Ch 3: Using the Internet  
        | Excel Ch 1: Introduction to Excel  
        | Excel Ch 2: Formulas and Functions  
        | Excel Ch 3: Excel Charts  
        | **Assignment 1 Due (15 points) [by 11:59pm EST]** | **6/8 (Monday)** |
| 2      | TIA Ch 4: Application Software  
        | TIA Ch 5: System Software  
        | TIA Ch 6: Understanding and Assessing Hardware  
        | Excel Ch 5: Subtotals, PivotTables, and PivotCharts  
        | Excel Ch 6: What-If Analysis  
        | Excel Ch 9: Multiple-Sheet Workbook Management  
        | **Assignment 2 Due (15 points) [by 11:59pm EST]** | **6/15 (Monday)** |
|        | **Exam 1 (20 points) [6:00pm-8:30pm EST]**  
        | **Coverage: Module 1 and 2** | **6/16 (Tuesday)** |
| 3      | TIA Ch 11: Databases and Information Systems  
        | TIA Ch 7: Networking: Connecting Computing Devices  
        | TIA Ch 13: How the Internet Works  
        | Access Ch 1: Introduction to Access  
        | Access Ch 2: Tables and Queries in Relational Databases  
        | Access Ch 3: Customize, Analyze, and Summarize Query Data  
        | **Assignment 3 Due (15 points) [by 11:59pm EST]** | **6/22 (Monday)** |
|        | **Last day to withdraw from Summer 1 classes with a grade of "W"** | **6/22 (Monday)** |
| 4      | TIA Ch 9: Securing Your System  
        | TIA Ch 12: Networking and Security in the Business World  
        | Access Ch 4: Creating and Using Professional Forms and Reports  
        | Access Ch 5: Data Validation and Data Analysis  
        | **Assignment 4 Due (15 points) [by 11:59pm EST]** | **6/29 (Monday)** |
|        | **Exam 2 (20 points) [6:00pm-8:30pm EST]**  
        | **Coverage: Module 3 and 4** | **6/30 (Tuesday)** |

* The professor reserves the right to do any necessary change to this schedule.